



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

EDUCATION AND TRAINING COMMITTEE

WEDNESDAY, MARCH 18, 2009

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval of Minutes dated February 4, 2009 (previously distributed)
5. Public Participation
6. Higher Education Presentation: Wayne State University
7. Michigan Works Executive Director's Report/John Bierbusse
8. Proposal Submission Request from Macomb/St. Clair Employment and Training Agency (mailed)
9. Report on Macomb County Reference & Research Center/Sandy Casamer
10. Timeline for Transition of Macomb County Reference and Research Center (mailed)
11. Review of Appropriate Classification for Assistant Director of the Macomb County Reference and Research Center (mailed)
12. Contract with Suburban Library Cooperative (mailed)
13. MSU Extension Director's Report and Program Update-Food Safety and Health/Marilyn Rudzinski

MACOMB COUNTY BOARD OF COMMISSIONERS

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**EDUCATION AND TRAINING COMMITTEE
AGENDA
MARCH 18, 2009**

PAGE 2

14. Authorize MSU Extension to Accept Six Month Extension to 4C Resource and Referral Contract with Michigan 4C Association (mailed)
15. New Business
16. Public Participation
17. Adjournment

MEMBERS: D. Flynn-Chair, Mocerri-Vice-Chair, Mijac, Doherty, Rengert, Crouchman, Camphous-Peterson, Bruley, Sprys and Gielegthem (ex-officio)

Wayne State University

Presentation to:

The Education and Training Committee

Macomb County Board of Commissioners

March 18, 2009

Wayne State University

- Generates \$1 billion annually in economic activity in southeastern Michigan
- Awarded \$244 million in financial aid and scholarships in 2007-2008
- Tech Town, the WSU research and technology park includes more than 50 companies as tenants
- More than 1,700 full-time faculty members

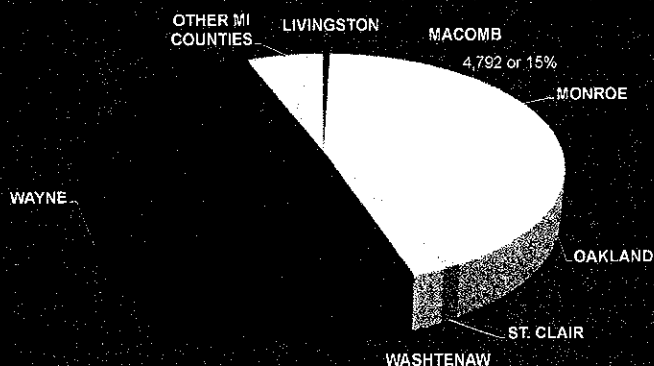
*distributed
3-18-09*

Fall 2008 Enrollment

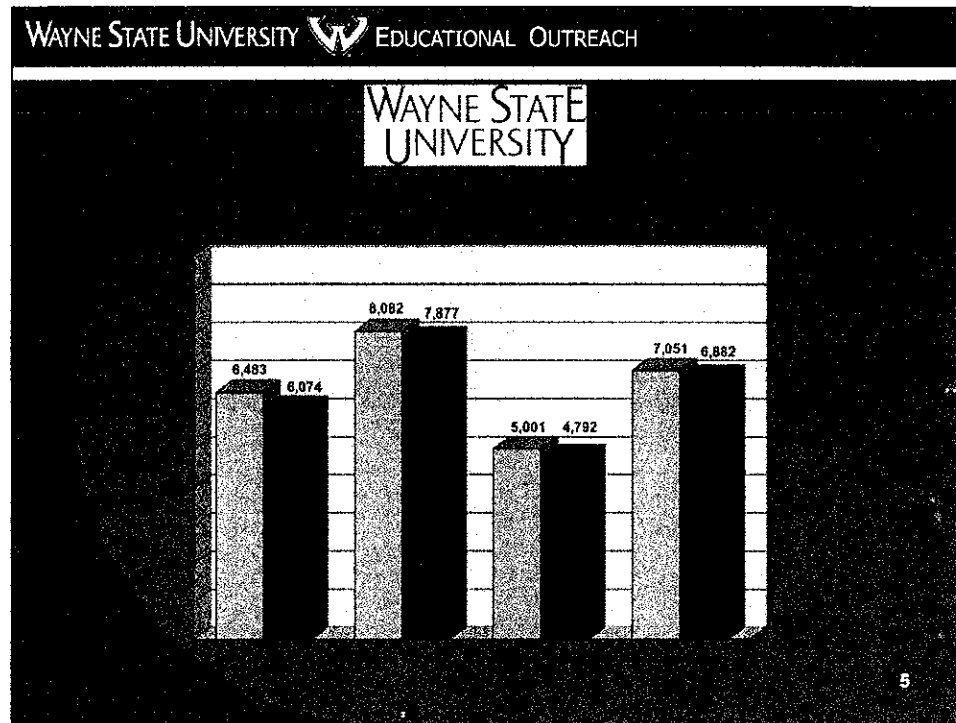
- 31,168 Students


	WSU	Macomb	% Macomb
Total Undergraduate	20,123	3,510	17.40%
Full Time - Undergraduate	12,329	2,230	18.10%
Part Time - Undergraduate	7,794	1,280	16.4%
Total Graduate	11,045	1,282	11.00%
Full Time - Graduate	6,379	594	9.30%
Part Time - Graduate	5,166	688	13.30%

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Total Enrollment by County - Fall 2008

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WAYNE STATE UNIVERSITY  EDUCATIONAL OUTREACH

The MI Economy has changed how higher education is valued/perceived

- Innovative programs
- Focus on growth industries
- Increase in transfers from community colleges to four-year institutions
- Promise of employability
- Quick matriculation
- Quality of programs
- Flexibility/convenience, alternative delivery methods

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WSU Process Improvement Initiatives

- Member of Michigan Talent Team
- Aligning course offerings with growth sectors
- Innovative new programs like construction management, culinology and instructional design
- Improved student process

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WSU Expansion in Macomb

In 2006 the continued decline in the domestic automotive industry and much of its supply base created a heightened public awareness and concern about higher education opportunities for Macomb County residents. This spurred discussion among government, industry, and community leaders as well as several research initiatives including our own.

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WSU Expansion in Macomb

- Three Studies
 - Governor's Cherry Commission and the Commission on Higher Education and Economic Development in Macomb County
 - The Institute for Higher Education Policy
Higher Education in Michigan: Overcoming Challenges to Expand Access
 - WSU's STRATUS Study: Opportunity Assessment-WSU's Role in Macomb County

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Macomb Expansion Strategy: Key Recommendations

- Multi-faceted strategy with thematic focused centers in Macomb County
 - Human Development in Northern Macomb
 - Technology/Advanced Manufacturing, Business in Southern Macomb
 - Healthcare/Environment/Water in Mt. Clemens area

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Implementation Strategies

- Southern Macomb County
 - Advanced Technology Education Center on the south campus of Macomb Community College
 - New/Innovative Programs: seven undergraduate programs and two graduate programs in advanced technology and global business
- Northern Macomb County
 - Expansion of program offerings at University Center Macomb
 - WSU facility at the site of the former Macomb Public Library
 - Programs in liberal arts, education, social work and library science, food science, etc.
- WSU East Macomb
 - Discussion with health care providers (ongoing)
 - Discussions on water-related programs (ongoing)

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Library Investment

- Capital renovations for state-of-the-art educational facility and Reference and Research Center
- WSU assuming operating costs of the facility

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Macomb Community College: A Strategic Partner

The opportunity is in forging a strong partnership that leverages the strengths of both institutions, Wayne State University and Macomb Community College.

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Macomb Community College: A Strategic Partner

- WSU Advanced Technology Education Center located on the south campus of Macomb Community College
- Programs at the University Center-Macomb
- WayneDirect Dual Enrollment Program
- New articulation agreements and integrated programs
- Committed, tenured faculty lines

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Degree Programs Offered at the South Campus of Macomb College

- Bachelor of Science in Global Supply Chain Mgmt
- Bachelor of Art in Graphic Design/Media Arts
- Bachelor of Science in Computer Science
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Construction Mgmt
- Bachelor of Science in Engineering Technology
- Bachelor of Science in Instructional Design
- Master of Science Engineering Management
- Master of Art in Labor Relations

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Degree Programs Offered at the University Center-Macomb

- Master of Education, Special Education-Learning Disabilities
- Master of Library and Information Science
- Bachelor of Social Work
- Master of Social Work
- Bachelor of Arts with a Major in Public Relations
- Bachelor of Arts/Science in Education

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Wayne State – Macomb Staff

Ahmad Ezzeddine, Assoc. Vice President Educational Outreach

Terry Margolis, Director of Educational Outreach

Kristopher Krzyzanski, Director of Extension Facilities

Robert Walsh, Associate Director Extension Facilities

Sue English, Academic Services Officer

Sandra Brumfield, Senior Office Services Clerk

Lois Valente, Marketing Coordinator

Student Assistants (3-5 per semester)

- WSU Macomb employs more than 40 faculty members each semester
- WSU Macomb has the same full time to part time faculty ratio as main campus
- WSU Macomb faculty have the same credentialing requirements as main campus faculty and have a similar level of control over the curriculum

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Marketing Activities In Macomb County

- WayneDirect Information Sessions offered each semester
- Ongoing communication plan for Macomb County residents expressing an interest in WSU
- Location specific advertising at L'Anse Creuse High School and Suburban Ice Arena
- Television advertisements placed on national networks by DMA
- Billboard advertising February through September
- Radio spots running throughout the year
- Onsite Macomb College visits by transfer counselors and advisors
- Custom marketing collateral for Macomb programs and initiatives
- Samples of promotional material are included in your folders

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Wayne State University Program Offerings at Macomb Community College

Wayne State has a lot going on in Macomb County including a new admission partnership with Macomb Community College and degree programs in your back yard. Our programs address advanced technology needs in the fields of alternative energy, aerospace, and robotics among many others. We offer degrees that shape the future leaders of international commerce in the field of global supply chain management

WayneDirect

WayneDirect is Wayne State and Macomb's new admission partnership that makes it easier and quicker for you to complete your bachelor's degree. Through this partnership you can gain early admission to Wayne State and concurrently enroll in courses at both institutions. We know you want as many credits as possible to transfer so we're making sure our programs are coordinated with the courses you are taking at Macomb. Concurrently enrolled WayneDirect students are eligible to receive financial aid from Wayne State by combining the credit hours you're taking at both institutions.

New degree programs

Wayne State offers many programs at Macomb Community College on both the South and Center campuses.

Winter 2009

- Engineering Technology
- Construction Management
- Social Work
- Education

Fall 2009

- Global Supply Chain Management
- Computer Science
- Graphic Design
- Engineering Management
- Mechanical Engineering
- Industrial Relations

A complete list of courses offered each semester can be found online at www.classschedule.wayne.edu.

Admission to Wayne State

If you are a current Macomb student with less than 50 credits from all institutions you have attended, you can apply for WayneDirect and enroll in classes at Wayne State while you are finishing your associate degree requirements at Macomb. To get a Macomb WayneDirect application, visit the admissions office at either institution or download one online at www.admissions.wayne.edu/waynedirect/macomb.php.

If you have 50 or more credits already, you should apply as a transfer student by completing the Undergraduate Admissions application. If you're not sure which one is the right choice for you, our admissions counselors can meet with you to discuss your admissions options.



Wayne State University

Engineering Technology Offered in Macomb

Why Choose Engineering Technology?

Engineering technicians apply principles of engineering, mathematics and science to the operation or testing of engineering and manufacturing systems. An Engineering Technologist working in research and development is often involved in data collection or may prepare or conduct experiments. They may also participate in design work through the use of computer-aided design systems.

Baccalaureate engineering technology graduates are often called technologists to distinguish them from baccalaureate graduates of engineering programs. Graduates of engineering technology and engineering programs complement each other in their skills and interests. Together with technicians and scientists, they form a technological team which has been able to produce an ever-increasing rate of technological advancement.

Careers in Engineering Technology

- Design
- Troubleshooting
- Product testing
- Field engineering
- Manufacturing engineering
- Production engineering
- Research and Development
- Quality/Reliability
- Consulting
- Purchasing
- Sales and Marketing
- Technical supervision

Why Wayne State?

Wayne State and Macomb Community College have partnered to create a plan that allows a students to maximize the number of credits that transfer towards a bachelor of Science in Engineering Technology.

The strengths of the WSU programs include applied hands-on curriculum, industry oriented laboratory experiences, scientific advancement merged with applications, team work, design practices, and one of the top E.T. programs in the country.

The Engineering Technology programs are designed to accommodate students who work full time including those who work off-shift. Additional scheduling flexibility comes from our main campus where classes are staggered by semester so that if it is offered one semester during the day, the next semester it is offered at night



AIM HIGHER

Wayne State University
macomb.wayne.edu

Computer Science in Macomb

Why Choose Computer Science?

A degree in computer science is a pipeline to one of the hottest career fields in today's market. According to the U.S. Department of Labor Statistics, "Computer scientists and database administrators are projected to be one of the fastest growing occupations over the next decade. Strong employment growth combined with a limited supply of qualified workers will result in excellent employment prospects for this occupation and a high demand for their skills." And the best part is that it can be completed on Macomb Community College's south campus.

Why Wayne State

Wayne State University provides a high-quality, innovative, baccalaureate education that emphasizes the fundamentals of computer science but pushes on the technology envelope, preparing students for employment and advanced studies. Students are encouraged to become involved in research programs to enhance their education and their employment opportunities.

The Department offers core academic strength in many areas including artificial intelligence, networking, databases, distributed and parallel computing, security, graphics and visualizations, and software engineering. A high-quality, innovative, education, focusing on the fundamentals of computer science while emphasizing technology, prepares students for employment and advanced studies.

Hallmarks of the new undergraduate curriculum include a

- high degree of hands-on experience with real-world systems
- increased personal attention
- undergraduate participation in research projects
- a carefully crafted progression of course content to maximize student success

Undergraduate students have the opportunity to enhance their knowledge by choosing among a variety of concentrations including Software Engineering, Databases, Web Technology and Computer Gaming, to name only a few. Study abroad opportunities are available with European schools including the Polytechnic School of Nantes, France.



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Wayne State University
macomb.wayne.edu

Construction Management offered exclusively in Macomb

Why Construction Management?

Wayne State University's Construction Management program is offered exclusively at Macomb Community College South Campus. The bachelor of science in construction management was developed collaboratively with Macomb College and students with Associate of Applied Arts in Architectural technology, Construction technology, Civil technology will find transferring to this program simple and easy.

Construction Management: The program offered in this specialization includes course work on construction project management, estimating, scheduling, safety, legal and professional aspects, and specifications. Additional courses from the Business School on accounting, marketing, and management, and systems oriented courses from Industrial and Manufacturing Engineering such as quality management and value engineering, complement the program. Recent projects in construction include: safety and quality attitudes of carpenters; workforce development for the construction industry; and improvement of the operations of an owner managed construction program.

Why Wayne State

The program has been designed to provide a broad education in the basic sciences, mathematics, and engineering sciences; civil engineering analysis and design; and application of the scientific and engineering principles and methods to civil engineering practice. The courses in civil engineering are arranged as groups, each representing an area of concern to contemporary society and industry. Realizing the social implications of the practice of civil engineering, the program also provides for the development of a background in economics, the social sciences, humanities, communication skills and related non-technical areas.



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Wayne State University
macomb.wayne.edu

Global Supply Chain Management in Macomb

Why Choose Global Supply Chain?

Every successful organization owes a portion of its success to effective supply chain management and logistics. These processes focus on the production and distribution of goods and services. The market in which organizations compete has become increasingly global — as they work with non-domestic suppliers, outsource business functions and market goods and services to consumers around the world. Business leaders realize that a sustainable approach to managing global supply chains plays a significant role in achieving success. They need well-qualified, supply chain professionals to meet the challenges and recognize the opportunities.

The School of Business Administration's Global Supply Chain Management is available in its entirety in Macomb County at the WSU Advanced Education and Technology Center.

Business Administration Degrees

- Bachelor of Arts with a concentration in Global Supply Chain Management
- Bachelor of Science with a concentration in Global Supply Chain Management

Global Supply Chain Management Careers

Supply chains and logistics systems can span several countries and several organizations, while operating in a just-in-time environment. Individuals who can understand and manage these systems are critical to business organizations. Students pursuing a major in global supply chain management can expect to be an integral part of their prospective organization, regardless of the industry. The following list is representative of job areas within the field of global supply chain management:

- customer service
- inventory planning/control
- logistics or distribution analysis/management/planning
- management information systems planning/control
- marketing and sales activities
- material handling operations
- packaging
- production and operations
- purchasing and materials
- management
- traffic or transportation
- management
- warehouse operations/management



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Mechanical Engineering in Macomb

Why Mechanical Engineering?

Mechanical engineering is a creative discipline that draws upon a number of basic sciences to design devices, machines, processes and systems that involve mechanical work and its conversion from, and into, different forms of energy.

It includes:

- converting thermal, chemical and nuclear energy into mechanical energy through engines and power plants
- transporting energy via devices like heat exchangers, pipelines, gears and linkages
- using energy for a variety of goods and services that benefit society such as transportation vehicles of all kinds, manufacturing tools and equipment, biomedical engineering, and household appliances

Mechanical engineers are also involved in the selection of materials for almost all manufactured products, to help ensure their structural integrity before they are sold in the marketplace. The design and manufacture of automobiles and airplanes are excellent examples of the usage of mechanical engineering concepts.

Why Wayne State

Wayne State offers a Bachelor of Science in Mechanical Engineering at Macomb Community College South Campus. The mechanical engineering curriculum at Wayne State is designed to prepare students for many applied fields. Students and faculty enjoy unrivaled connections to industry, the latest research, and cutting edge technology. The hands-on learning environment stems from studying and working under the direction of recognized world experts pioneering research and development.

Faculty members in the department are currently engaged in many diverse aspects of the discipline. Engaging classroom instruction and state-of-the-art research is carried out in all of these areas, including:

- biomechanics
- energy conversion
- combustion engines
- emissions controls
- machine design
- manufacturing processes
- computer graphics
- structural analysis
- automatic controls
- structural health monitoring
- continuum mechanics
- fluid dynamics
- micropower generation and harvesting
- acoustics and noise control
- laser diagnostics
- composite material



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RECYCLABLE PAPER

UNEMPLOYMENT INSURANCE BENEFITS REGISTRATIONS

DATE	2008	2009
1 st Week of Year	720	2,705
2 nd Week	877	3,488
3 rd Week	1,050	2,931
4 th Week	812	2,500
5 th Week	755	2,504
6 th Week	781	2,245
7 th Week	802	2,338
8 th Week	698	2,158
9 th Week	710	2,203
10 th Week	832	2,230
11 th Week	900	2,015
TOTAL	8,937	27,117 *

- 303% INCREASE IN REGISTRATIONS

distributed
3-18-09

TITLE VIII – DEPARTMENTS OF LABOR, HEALTH AND HUMAN
SERVICES, AND EDUCATION, AND RELATED AGENCIES

DEPARTMENT OF LABOR

EMPLOYMENT AND TRAINING ADMINISTRATION

TRAINING AND EMPLOYMENT SERVICES

The conference agreement includes \$3,950,000,000 for Workforce Investment Act programs, instead of \$4,000,000,000 as proposed by the House and \$3,250,000,000 as proposed by the Senate.

Within this amount, \$2,950,000,000 is provided for formula grants to the States for training and employment services. These funds are to be allotted to States within 30 days of enactment. Since these funds will be made available during program year 2008, they shall remain available to the States only as long as the other funds allotted in that program year. The conferees intend for these funds to be spent quickly and effectively. To facilitate increased training of individuals for high-demand occupations, the conference agreement modifies language proposed by the Senate to provide the authority for local workforce investment boards to contract with institutions of higher education and other eligible training providers as long as that authority is not used to limit customer choice.

Within the State formula grant programs, \$500,000,000 is provided for services for adults. The conference agreement includes language proposed by the Senate to ensure that supportive services and needs-related payments are available to support the employment and training needs of priority populations, including recipients of public assistance and other low-income individuals.

For youth services, \$1,200,000,000 is provided. The conferees are particularly interested in these funds being used to create summer employment opportunities for youth and language applying the work readiness performance indicator to such summer jobs is included as an appropriate measure for those activities. Year-round youth activities are also envisioned and the age of eligibility for youth services provided with the additional funds is extended through age 24 to allow local programs to reach young adults who have become disconnected from both education and the labor market.

For dislocated worker services \$1,250,000,000 is provided. The conferees urge the Secretary to provide guidance on how States and local workforce areas can establish policies that assure that supportive services and needs-related payments that may be necessary for an individual's participation in job training are a part of the dislocated worker service strategy.

The conferees believe that the Department should integrate reporting on the expenditure of these additional formula funds into its regular reporting system, including the provision of needs-related payments and supportive services, the number of individuals from priority service populations participating in employment and training activities, and the number of youth engaged in summer employment programs. The conferees strongly urge the Department to establish appropriate procedures for monitoring the execution of priority of service provisions.

The conference agreement also includes \$200,000,000 for the dislocated worker assistance national reserve, as proposed by the Senate, instead of \$500,000,000 as proposed by the House. These funds will allow the Secretary of Labor to award national emergency grants to respond to plant closings, mass layoffs and other worker dislocations. The funds in the national reserve are also available for dislocated worker activities for the outlying areas, consistent with the provisions of the Workforce Investment Act.

The conference agreement includes \$50,000,000 for the YouthBuild program, as proposed by the House, instead of \$100,000,000 as proposed by the Senate. These funds will allow for expanded services for at-risk youth, who gain education and occupational credentials while constructing or rehabilitating affordable housing. The conference agreement includes language to allow YouthBuild grantees to serve individuals who have dropped out of school and reenrolled in an alternative school, if that reenrollment is part of a sequential service strategy.

The conference agreement includes \$750,000,000 for a program of competitive grants for worker training and placement in high growth and emerging industry sectors, as proposed by the House, rather than \$250,000,000 for a similar program proposed by the Senate. Within the amount provided, \$500,000,000 is designated for projects that prepare workers for careers in energy efficiency and renewable energy as described in the Green Jobs Act of 2007. Priority consideration for the balance of funds shall be given to projects that prepare workers for careers in the health care sector, which continues to grow despite the economic downturn. The conferees believe that training for wireless and

broadband deployment is an eligible activity for grants for high growth and emerging industry sectors, along with advanced manufacturing and other high demand industry sectors identified by local workforce areas. In carrying out the program of competitive grants for worker training and placement in high growth and emerging industry sectors, the conferees expect the Department to use a limited portion of the program funds for technical assistance and related research.

COMMUNITY SERVICE EMPLOYMENT FOR OLDER AMERICANS

The conference agreement includes \$120,000,000 for the Community Service Employment for Older Americans program, as proposed by both the House and the Senate. The economic recovery funds are to be distributed to current grantees to support additional employment opportunities for low income seniors. The wages paid to these low-income seniors will provide a direct stimulus to the economies of local communities, which will also benefit from the community service work performed by participants. The conference agreement includes language to allow for the recapture and reobligation of such funds, as proposed by the Senate and as authorized under Title V of the Older Americans Act.

STATE UNEMPLOYMENT INSURANCE AND EMPLOYMENT SERVICE OPERATIONS

The conference agreement includes \$400,000,000, as proposed by the Senate, instead of \$500,000,000 as proposed by the House. Within this amount, \$250,000,000 is designated for reemployment services to connect unemployment insurance claimants to employment and training opportunities that will facilitate their reentry to employment. The funds provided will be distributed by the existing Wagner-Peyser formula, as proposed by the Senate, rather than under an alternative formula proposed by the House.

DEPARTMENTAL MANAGEMENT

SALARIES AND EXPENSES

(INCLUDING TRANSFER OF FUNDS)

The conference agreement includes \$80,000,000 within the Departmental Management account for worker protection, oversight, and coordination activities, as proposed by the House. The Senate provided funds for this and other purposes through a set-aside of funds available to the Department rather than through a direct appropriation. The conference agreement modifies language providing the

Secretary of Labor with the ability to transfer such funds to a number of Department of Labor agencies which have responsibility for enforcement of worker protection laws that apply to the infrastructure investments in this economic recovery bill, and for oversight and coordination of recovery activities, including those provided for unemployment insurance.

OFFICE OF JOB CORPS

The conference agreement includes \$250,000,000 for the Office of Job Corps, rather than \$300,000,000 as proposed by the House and \$160,000,000 as proposed by the Senate. The funds will support construction and modernization of a network of residential facilities serving at-risk youth. The funds will allow the Office of Job Corps to move forward on a number of ready-to-go rehabilitation and construction projects, including those where competitions have already been concluded. The conference agreement modifies language proposed by the House to allow funds to be used in support of multi-year arrangements where such arrangement will result in construction that can commence within 120 days of enactment. A portion of the funds are available for the operational needs of the Job Corps program, including activities to provide additional training for careers in the energy efficiency, and renewable energy, and environmental protection industries.

OFFICE OF INSPECTOR GENERAL

The conference agreement includes \$6,000,000 for the Department of Labor Office of Inspector General, as proposed by the House, rather than \$3,000,000 as proposed by the Senate. These funds will be available through September 30, 2012 to support oversight and audit of Department of Labor programs, grants, and projects funded in this Act.

Macomb/St. Clair Michigan Works
American Recovery and Reinvestment Act
Workforce Investment Act

	State Allocation	Approximate Macomb/St. Clair Allocation
Summer Youth	\$ 73,949,491	\$ 5,386,850
Adult	\$ 30,857,680	\$ 2,468,152
Dislocated Worker	\$ 76,452,046	\$ 5,380,241
Total	\$ 181,259,217	\$ 13,235,243

Summer Youth funding will be used to service approximately 2000 economically disadvantaged youth (ages 14-24) through summer jobs in public and non-profit organizations. There will also be a strong educational component for In-School Youth.

Adult funding will be used to provide training for up to 650 economically disadvantaged adults in demand and emerging occupations.

Dislocated Worker funding will be used to retrain up to 1400 adults who have been permanently displaced from their jobs.

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO approve proposal submission request from Macomb/St. Clair Employment and Training Agency to the Workforce Development Board for 2009-2012 contract budget and forward to the Finance Committee

INTRODUCED BY: D. Flynn, Chair, Education and Training Committee

COMMITTEE/MEETING DATEEducation & Training 3-18-09



*A private-public partnership
administered locally by the Macomb/St. Clair Workforce Development Board*

TO: David Flynn, Chairman of the Education and Training
Committee
Macomb County Human Resources

FROM: Kathy J. Jordon, ^{Director}
Macomb/St. Clair Employment & Training Agency

DATE: March 6, 2009

SUBJECT: **Proposal Submission Request**
Executive Summary
Proposed Program Year 2009 to 2012 Contract Budget

The Workforce Development Board released a proposal on February 27, 2009, to provide:

- Case management;
- Outreach to the disadvantaged and dislocated worker population;
- Customer intake and eligibility determination for intensive and training services under the Workforce Investment act (WIA);
- Assessment of customer employability needs including knowledge, interest and aptitude testing barrier identification and resolution;
- Development of customer individual service strategy for employment;
- Case Management
- Job development and placement;
- Customer orientation to the Jobs, Education, & Training (JET) program and follow-up on referrals;
- Brokering of on-the-job training contracts.
- Worker orientation to Trade Adjustment Assistance (TAA)

We have prepared an Executive Summary of the proposal for Board of Commissioners approval, and Proposed Program Year 2009 to 2012 Contract Budget, included. Also attached are the requested contract/program review signatures. In order to meet the submittal deadline of Thursday, April 9, 2009, I am requesting that the Board of Commissioners consider approving the submission of our proposal to the Workforce Development Board at its next regularly scheduled Education and Training Committee.

As you already know, our current contract with the Workforce Development Board expires on June 30, 2009. The submittal and subsequent award of this proposal would allow us to operate for another three years.

As always, your continued support and cooperation in this matter is appreciated.

Attachment:

ADMINISTRATIVE OFFICE

VerKuilen Building
21885 Dunham Road, Suite 11
Clinton Township MI 48036-1030
(586) 469-5220
FAX (586) 469-7488

CUSTOMER CENTERS

75 North River Road
Mt. Clemens MI 48043
(586) 469-7702
FAX (586) 469-5082

15950 12 Mile Road
Roseville MI 48066
(586) 447-9200
FAX (586) 447-9238

43630 Hayes Road
Clinton Township MI 48038
(586) 263-1501
FAX (586) 286-9517

100 McMorran Boulevard
6th Floor
Port Huron MI 48060
(810) 966-3300
FAX (810) 966-3337

**Macomb/St. Clair Workforce Development Board, Inc.
Response to Request for Proposal**

**Application to Perform as a Service Provider
to Operate a Michigan Works! Service Center**

EXECUTIVE SUMMARY

Response from:
**Macomb County
Macomb/St. Clair Employment & Training Agency
10 North Main
Mount Clemens, MI 48043**



INTRODUCTION

Macomb County has a long history of involvement in employment and training programs. For over three decades, these programs have operated under the auspices of the Macomb County Board of Commissioners.

In our first contract with the Workforce Development Board which began on July 1, 1997 through June 30, 2000, second July 1, 2000 through June 30, 2003, third contract July 1, 2003 through June 30, 2006, and upcoming fourth contract which begins July 1, 2009 through June 30, 2012, demonstrates the Macomb/St. Clair Employment and Training Agency, a Macomb County Department, will respond to the needs of its customers by effectively enhancing the skill level and earning potential of all community residents.

The Michigan Works! system focuses on providing information and resources to enable all employers and job seekers to successfully complete in today's economy and achieve economic security. The mission of the Michigan Works! system is to empower customers by providing a comprehensive set of core services easily accessible through a seamless and integrated delivery system. Intensive services are also available to those adults and youth facing significant employment barriers. These services will assist them in entering the labor force by providing customer-driven job training, counseling and employment support.

Implementing comprehensive services that improve the educational, occupational and employability skills of our local labor force will enhance the productivity and competitiveness of Macomb County employers. This is of growing importance, due to Macomb County's successful training enrollment program efforts. The proposal as submitted will cover a three (3) year period beginning on July 1, 2009 and ending June 30, 2012.

OVERVIEW OF SERVICES TO BE DELIVERED

- Outreach and recruitment of customers in need of education, training and employment services
- Perform intake and eligibility determination
- Provide assessment services
- Prepare an Individual Service Strategy
- Provide effective Case Management services
- Conduct job development, job search and placement services
- Negotiate On-the-Job training contracts
- Participate as a partner in serving welfare recipients in the JET program
- Provide worker orientations to Trade Adjustment Assistance (TAA) and Dislocated Workers
- Implement In-School & Out-of-School Youth Programs
- Execute a continuous improvement program that focuses on staff development and customer satisfaction

PROPOSAL SUMMARY

I. Identifying Information:

- Indicates that the County of Macomb (Macomb/St. Clair Employment & Training Agency) is the organization submitting the proposal.

- **History:**

A. Outreach and Recruitment

An extensive array of proven and successful outreach and recruitment strategies is described in the narrative. Examples include:

- Establish and maintain relationships with public and non-profit organizations.
- Utilize various forms of media such as Agency Service Brochures.
- Conduct presentations at community organizations/events such as Career Fairs.
- Actively participate in a number of organizations such as the local Chambers of Commerce.
- Special consideration will be made to conduct on-site services at significant plant/company closures.

References were made in the proposal that staff have extensive experience working with target populations the Workforce Development Board is committed to serving such as:

- Dislocated Workers
- Welfare Recipients
- Economically disadvantaged adults and youth

B. Intake and Eligibility Determination:

Customers who receive federal and or state funds for training must complete an application for eligibility purposes. Case managers with an average of 6.12 years of experience shall provide eligibility determination for our customers. These case managers are extremely familiar with federal and state guidelines.

- Case managers will collect required documents for eligibility purposes.
- Case managers will conduct a pre-assessment to determine customer's interests and if services are appropriate.
- Monitoring reports conducted by the Michigan Department of Energy, Labor and Economic Growth (DELEG) indicates an acceptable level of performance in this area.

C. Objective Assessment:

To address the needs of customers, case managers shall offer a variety of intervention services aimed at identifying employment goals and service strategies.

- Case managers shall administer appropriate assessment instruments and prepare other supplementary information to address the customer's employment goals.
- Accurate Labor Market Information (LMI) will be utilized such as the Occupation Information Network System (O*NET) to assist customers in making realistic career decisions.
- Case managers will identify little or no cost resources in the community to address the customer's "barriers to employment".
- Case managers may request funds for emergency needs in order for the customer to remain in a program.
- Customers can also access information about community resources through the center's resource room.

D. Individual Service Strategy:

The Individual Service Strategy comprises a holistic process incorporating the customer's vocational/educational abilities and interests, past work experience, and special needs to assess his/her capacity to function in various employment/training activities.

- Case managers shall discuss assessment results and employment goals.
- Case managers shall complete the ISS and update it regularly.

E. Case Management:

Case management is a customer-centered, goal-oriented process for assessing the needs of an individual for particular services and assisting that individual in obtaining those services. The case manager:

- Assists the customer in accessing appropriate services.
- Prepares and maintains ongoing records of customer's progress.

F. Job Development, Job Search and Placement:

A variety of job placement services shall be made available to the customer:

- Business consultants shall play an interactive role in the success of the placement efforts of customers while developing and nurturing relationships with local employers.
- Customers shall have access to resume preparation.
- Customers shall have access to Michigan Talent Bank/Job Bank and other employment related Internet sites.
- Employability Skill workshops will be available weekly.
- Customers can attend daily job clubs.

G. Brokering On-the-Job Training Contracts:

It is anticipated that OJT activities may be linked with classroom training, either sequentially or concurrently when the customer requires remedial training or the job involves skills that require background knowledge of a theoretical or technical nature commonly taught in the workplace. Services will include:

- Business consultants will solicit and develop appropriate job opportunities for eligible customers through the local employer base.
- Business consultants shall gather information on the OJT contracts and submit to the WDB administrative staff.
- Previous monitoring reports submitted by the Michigan Department of Energy, Labor and Economic Growth, (DELEG) indicate an acceptable level of performance in this area.

H. JET Experience:

The Jobs, Education, and Training (JET) program is Michigan's Welfare-to-Work initiative. Cash welfare applicants and recipients are referred to Michigan Works agencies for job placement and career training that will lead to economic self sufficiency.

The goal of the Macomb County JET PLUS Pilot is to increase the number of cash welfare recipients who are enrolled in training activities that meet participation requirements defined by Federal program definitions

Training enrollment goals for the Campus-Based pilot and the Community Resource model will almost double the number of individuals enrolling in training:

- Case managers and business consultants work cooperatively with JET site staff to ensure successful placement of JET customers.
- Previous monitoring reports submitted by the Department of Energy, Labor and Economic Growth (DELEG) indicated an acceptable level of performance in this area.

Program Design:

Designed for cash welfare recipients to access Vocational Training leading to career employment and self sufficiency.

Two models are utilized:

- Community Outreach Model
 - Targeted at individuals who lack a high school diploma or GED
 - Utilizes multiple services providers in the target local area
- Campus-Centered Model
 - Targeted at individuals who have high school diploma or GED
 - Offers services in single, integrated environment. Built on Focus: HOPE Post-secondary Readiness for Educational Pursuits (PREP)

Required elements of both JET PLUS Pilot Models:

- Vocational training
- English as a Second Language (ESL) services
- Basic and remedial education
- Workplace/financial literacy
- Computer literacy
- Support Services (car repair, work clothing, etc.)
- Case management
- Employment placement/employment retention
- Transportation assistance
- Child care services
- Community services and/or subsized employment placement (could include Work Study) in conjunction with vocational training enrollment if required to meet Federal participation requirements

I. Trade Adjustment Assistance (TAA):

Upon notification of the Trade Adjustment Act (TAA), certification a case manager is assigned to present a worker orientation to the dislocated workers. The case manager reviews eligibility information, program content, how and where to apply for services and answer questions. When eligible customers attend the service centers inquiring about their benefits, the case manager informs them of the availability of the following:

- Career and employment counseling
- Job search assistance
- Job relocation
- Occupational training (OJT)
- Classroom training (CRT)
- Trade Readjustment Allowance (TRA)

J. Customer Improvement Programs:

Administrative staff shall respond to the constant changes that occur with the implementation of these services. Long term and short term strategies will be designed to meet customer needs while maintaining a high level of customer satisfaction. Among the strategies are:

- Staff Development

- Staff will receive regular training to enhance their skills and to ensure that the organization can respond to changes that impact on service delivery.
- Customer Satisfaction
 - Customers will be encouraged to complete surveys aimed at evaluating the quality of service.
 - Staff shall participate in follow-up interviews.

K. Michigan Works Service Center System:

The Michigan Works Service Center system is designed to streamline employment services through a single entry point. The goals of the system are:

- To design a system that makes access to all public employment services easier for both job seekers and employers.
- To integrate, coordinate, and consolidate services provided by the various agencies into a single delivery system.
- To create a set of standards for the system that will ensure that customers are properly serviced.

III. Staffing:

Fifty (50) full-time and one (1) part-time staff shall be dedicated to carry out all of the functions described in the proposal.

- Staff have a proven track record of providing services to job seeking customers.
- Staff members average 6.12 years experience in the field of employment and training.

IV. Budget:

The budget was prepared based upon regulatory cost categories. The total funds requested for the first year are as follows:

- Administration Cost: **\$127,999**
 - Refers to salaries, wages, fringe benefits and other related costs associated with program administrative functions. This line item is limited to a 3% cost limitation.

- Program Cost: **\$5,085,221**
 - Refers to all costs not attributed to administrative cost.

GRAND TOTAL \$ 5,213,220

Our budgets have remained fairly constant throughout the tenure of our first, second and third three-year contract with The Workforce Development Board. The proposed budget for your consideration, 2009 through 2012, has also been designed along those same lines. However, there has been a 70 % increase in staffing and one (1) additional site added

Plan budgets of the proposals adopted by the Macomb County Board of Commissioners were as follows:

• 2000-2001	2,447,538
• 2001-2002	2,527,083
• 2002-2003	2,609,213
• 2003-2004	2,377,735
• 2004-2005	2,450,111
• 2005-2006	2,524,839
• 2006-2007	3, 294,498
• 2007-2008	3,385,097
• 2008-2009	3,478,187

Plan budgets under the current proposal for consideration by the Macomb County Board of Commissioners are as follows:

2009-10 Proposed Detail Budget Summary

Total Budget	Administration	Program	Training	Totals
Staff Salaries	49,409	3,075,220	0	3,124,629
Staff Fringes	24,027	1,784,480	0	1,808,507
	73,436	4,859,700	0	4,933,136
Staff Development	1,400	18,200	0	19,600
Staff Travel	13,440	66,598	0	80,038
Liability Insurance	29,172	543		29,715
Indirect Costs	10,551	140,180	0	150,734
	54,563	225,521	0	280,084
TOTALS:	127,999	5,085,221	0	5,213,220

V. Budget Cost Estimates:

Estimate total costs by category for two years (July 1, 2010-June 2011) and

Three (July 1, 2011 - June 30, 2012). Assume that the number of staff will remain the same in the first, second, and third year. The estimate was based upon a 2.75% increase in each year. Please note .25% of the 2.75% allows for compensated absences.

ESTIMATED BUDGET

TOTALS OF ALL THREE COST CATEGORIES:

An estimate of costs for July 1, 2010, through June 30, 2011

(Year Two)

1. Administrative Costs: \$ 131,199

2. Program Cost: \$ 5,212,352

GRAND TOTAL: \$ 5,343,551

**An estimate of costs for July 1, 2011 through June 30, 2012
(Year Three)**

1. Administrative Costs: \$ 134,479

2. Program Costs: \$ 5,342,660

GRAND TOTAL: \$ 5,477,139

REVISED PROJECTED 2009 FRINGE BENEFIT RATES

<u>SALARY BASED FRINGES</u>	<u>GENERAL COUNTY</u>	<u>SHERIFF</u>		
FICA	6.20%	6.20%		
FICA MEDICARE	1.45%	1.45%		
PENSION	11.19%	14.15%		
RETIREE MEDICAL	12.00%	12.00%		
COMPENSATED ABSENCES	1.00%	1.00%		
WORKERS COMP	0.12%	1.94%		
LONG-TERM DISABILITY	0.17%	0.17%		
TOTAL PERCENTAGE	32.13%	36.91%		
<u>NON SALARY BASED FRINGES</u>				
HEALTH/VISION*	11,500	11,500	13413.6	2009 13,414
DENTAL*	880	880	968	968
LIFE INS*	75	75	75	75
TOTAL OTHER FRINGES/YR/FTE	12,455	12,455	14456.6	14,457

* RATE PER YEAR PER FTE

12/5/2008

Macomb/St. Clair Employment & Training Agency
2009-2010 Budget
Fund 299

Line Item	Account Number	299-89612	299-89614
Base Salaries	70200	2,913,867	53,540
COLA	70207	22,800	400
Longevity	70214	25,200	360
Payment in lieu of Medical	70208	6,000	
FICA	71510	183,636	3,367
FICA Medical	715015	42,947	787
Hospital Insurance	71520	756,618	13,274
Retiree Medical	71529	355,424	6,516
Life Insurance	71530	4,275	75
Pension/Retirement	71540	331,433	6,076
Dental	71521	55,176	968
Vision	71555	7,980	140
Worker's Compensation	71560	3,554	65
LT Disability	71580	5,035	92
Mileage	86201	80,038	2,172
Travel Expense	86202	-	-
Ins. Premium Liability	91101	29,619	543
Staff Training	95901	19,600	350
Indirect Cost Allocation	991000	150,731	-
TOTALS:		4,993,933	88,725

To be revised and subtotal with other line items

Macomb/St. Clair Employment & Training Agency
2009-2010 Budget
Fund 299

Line Item	Account Number	299-89612	299-89614	COMBINED TOTALS
Base Salaries	70200	2,913,867	53,540	2,967,407
COLA	70207	22,800	400	23,200
Longevity	70214	25,200	360	25,560
Payment in lieu of Medical	70208	6,000	-	6,000
FICA	71510	183,636	3,367	187,003
FICA Medical	71515	42,947	787	43,734
Hospital Insurance	71520	756,618	13,274	769,892
Retiree Medical	71529	355,424	6,516	361,940
Life Insurance	71530	4,275	75	4,350
Pension/Retirement	71540	331,433	6,076	337,509
Dental	71521	55,176	968	56,144
Vision	71555	7,980	140	8,120
Worker's Compensation	71560	3,554	65	3,619
LT Disability	71580	5,035	92	5,127
Employee Physicals	84120	480	-	480
Mileage	86201	80,038	2,172	82,210
Travel Expense	86202	-	-	-
Ins. Premium Liability	91101	29,619	543	30,162
Staff Training	95901	19,600	350	19,950
Indirect Cost Allocation	99101	150,731	-	150,731
TOTALS:		4,994,413	88,725	5,083,138

Macomb/St Clair Employment Training Agency

2008-2010

Service Center Staff Budget Detail																			Totals	
Position	Initial Salary	Increments	10/1/08 Annual Rate	Longevity	COLA	3-1-10	FICA	Medical FICA	Medical	Retirement	Worker's Comp	Disability	Life	Dental	Vision	Health Insurance	Commuter Allowance	Liability Insurance		
Jordan, Kathy	88,870	0	2,187	1,400	400	90,177	5,822	1,310	13,274	10,127	100	154	75	800	140	6,000	0.000	0.000		
Director	88,870	0	2,187	1,400	400	90,177	5,822	1,310	13,274	10,127	100	154	75	800	140	6,000	0.000	0.000		
Kalchauer, Kellie	84,467	1,200	1,200	1,000	400	86,143	5,822	1,310	13,274	10,127	100	154	75	800	140	6,000	0.000	0.000		
Porter, Deborah	81,990	1,200	1,200	1,000	400	83,790	5,822	1,310	13,274	10,127	100	154	75	800	140	6,000	0.000	0.000		
Wells, Diane	87,762	1,200	1,200	1,000	400	89,162	5,822	1,310	13,274	10,127	100	154	75	800	140	6,000	0.000	0.000		
Supervisors	172,439	2,400	4,371	3,000	1,200	184,015	11,488	2,608	38,822	28,582	221	313	275	2,804	420	22,882	1,500	1,500		
Anderson, John	80,180	0	1,200	1,000	400	83,080	3,951	926	13,274	7,190	77	108	75	800	140	7,657	0.000	0.000		
Baugh, Michael	80,180	0	1,200	1,000	400	83,080	3,951	926	13,274	7,190	77	108	75	800	140	7,657	0.000	0.000		
Kalchauer, Thomas	80,180	0	1,200	1,000	400	83,080	3,951	926	13,274	7,190	77	108	75	800	140	7,657	0.000	0.000		
Business Cons	180,570	0	4,544	5,000	1,200	191,104	11,584	2,778	38,822	21,448	228	328	275	2,804	420	22,882	1,500	1,500		
Anthony, Tonya	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Balunas, Gerald	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Barton, Nancy	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Boh, Scott	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Brittains-Hewitts, Ter	47,112	1,025	1,025	1,000	400	49,140	3,084	721	13,274	5,033	54	75	75	800	140	5,380	400	400		
Burton, Barbara	47,112	1,025	1,025	1,000	400	49,140	3,084	721	13,274	5,033	54	75	75	800	140	5,380	400	400		
Burt, Marcelle	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Burton, Cecilia	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Carden, Jessica	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Fronten, Brooklyn	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Geimer, Mark	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Giffith, Candice	47,112	1,025	1,025	1,000	400	49,140	3,084	721	13,274	5,033	54	75	75	800	140	5,380	400	400		
Howze, Tanya	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Hicks, Stephanie	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Jones, Lori	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Kelly, Paul	47,112	1,025	1,025	1,000	400	49,140	3,084	721	13,274	5,033	54	75	75	800	140	5,380	400	400		
Kenneth, Brian	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Kochendorfer, Natalie	47,112	1,025	1,025	1,000	400	49,140	3,084	721	13,274	5,033	54	75	75	800	140	5,380	400	400		
Kotich, Jill	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
LaBee, Amy	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Lyons, Mary	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Marcell, Mark	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Marlin, Erin	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Mead, Gary	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Miller, Regina	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Morris, Patricia	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
O'Brien, Erin	47,112	1,025	1,025	1,000	400	49,140	3,084	721	13,274	5,033	54	75	75	800	140	5,380	400	400		
Patterson, Susan	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Pearson, Andrea	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Perrin, Cathrine	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Prusak, Kimberly	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Purvis, Joanne	29,187	0	720	20,527	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Redden, Jennifer	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Reilly, Christopher	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Roberts-Burke, Christine	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Ross, David	40,367	1,025	1,025	1,000	400	42,392	2,603	630	13,274	5,033	54	75	75	800	140	5,380	400	400		
Rubio, John	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Saizler, Mary	47,112	1,025	1,025	1,000	400	49,140	3,084	721	13,274	5,033	54	75	75	800	140	5,380	400	400		
Snyder, Tiffany	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Sore, Christine	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Snider, Jennifer	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Taylor, Jennifer	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Taylor, Roy	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Todd, Ann	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Torres, Maroon	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Travis, Mariah	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
Wagner, Tracy	47,112	1,025	1,025	1,000	400	49,140	3,084	721	13,274	5,033	54	75	75	800	140	5,380	400	400		
Wright, Michael	51,200	1,025	1,025	1,000	400	53,245	3,261	772	13,274	5,033	54	75	75	800	140	5,380	400	400		
Zir, Michael	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800	140	5,380	400	400		
TBH	42,467	1,025	1,025	1,000	400	44,579	2,789	682	13,274	5,033	54	75	75	800						

Note: Cells 14 to 18 are not included in the above totals they are in a separate category

Total of Case Managers and MPRs	2,020,144	32,800	61,324	2,544,288	15,120	2,548,788	150,087	36,872	876,874	285,321	3,080	4,335	3,825	48,388	7,140	305,575	25,488	4,131,530
Grants Total	2,350,823	35,208	72,378	2,987,407	25,500	3,016,187	187,002	43,724	788,822	331,566	3,813	5,277	4,300	55,144	8,120	301,840	30,182	4,883,925

Macomb/St.Clair Employment Training Agency
2010-2011 Service Center Staff Budget Detail

Position	Initial Salary	10/1/10 Increase	10/1/10 Annual Rate	Longevity	COLA	PCA	Medical PCA	Medicaid	Refundment	Worker's Compensation	Disability	Life	Dental	Value	Retire Medical	Compensation Allowance	Liability Insurance	Totals
Jordan, Kathy	30,577	0	2,287	1,440	400	8,882	6,844	13,274	10,000	8,882	8,882	75	888	140	8,882	8,882	8,882	8,882
Director	50,577	0	2,287	1,440	400	9,784	5,877	13,274	10,000	114	191	75	888	140	11,274	940	940	940
Kachadell, Kristle	68,543	1,234	1,044	1,440	400	3,973	915	13,274	1,882	76	107	75	888	140	7,573	631	631	631
Ponder, Deborah	63,076	1,078	944	1,440	400	4,197	860	13,274	7,412	76	113	75	888	140	7,412	860	860	860
Wiles, Dore	62,361	1,234	1,044	1,440	400	4,197	860	13,274	7,412	76	113	75	888	140	7,412	860	860	860
Supervisors	134,018	2,582	2,082	3,000	1,200	12,171	2,948	38,522	21,957	236	334	225	2,884	420	21,557	678	678	678
Anderson, John	63,895	0	1,587	1,800	400	4,197	860	13,274	7,412	81	116	75	888	140	8,123	677	677	677
Bush, Michael	63,895	0	1,587	1,800	400	4,197	860	13,274	7,412	81	116	75	888	140	8,123	677	677	677
Kalenbach, Thomas	63,895	0	1,587	1,800	400	4,197	860	13,274	7,412	81	116	75	888	140	8,123	677	677	677
Business Cons.	181,664	0	4,702	5,000	1,200	12,501	2,945	38,522	22,724	244	345	225	2,884	420	24,309	701	701	701
Adams, Tonya	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Burton, Collette	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Baron, Gerald	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Burton, Nancy	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Boat, Scott	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Brillentine-Hawkins, Ter	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Burton, Barbara	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Burt, Miranda	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Burton, Collette	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Carson, Jessica	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Frederick, Brooklyn	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Graham, Mark	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Giffith, Corcoran	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Hovest, Tanya	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Huhta, Stephanie	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Jenks, Lori	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Kalish, Paul	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Kenneth, Brian	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Kochender, Natalie	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Koch, Jill	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Lyons, Amy	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Lyons, Mary	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Mercer, Mark	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Martin, Erin	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Miller, Gary	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Miller, Regina	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
North, Patricia	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
O'Brien, Erin	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Pearson, Susan	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Pearson, Andrea	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Pearson, Catherine	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Pratt, Kimberly	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Quinn, James	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Rosen, Christopher	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Rosen, Dennis	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Rosen, John	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Rosen, Mary	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Sayler, Tiffany	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Sims, Christine	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Smiley, Jennifer	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Taylor, Jennifer	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Taylor, Roy	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Todd, Ann	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Turcotte, Maureen	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Wagner, Marissa	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Wagner, Tracy	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Zie, Michael	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
TBH	44,978	1,081	1,151	0	400	2,580	680	13,274	5,324	57	81	75	888	140	5,719	476	476	476
Case Managers	2,084,488	32,588	63,201	2,591,250	14,820	2,073,178	162,847	38,100	683,700	3,154	4,468	3,750	48,400	7,000	315,391	28,232	28,232	28,232
Totals	2,084,488	32,588	63,201	2,591,250	14,820	2,073,178	162,847	38,100	683,700	3,154	4,468	3,750	48,400	7,000	315,391	28,232	28,232	28,232

Macombist Clair Employment Training Agency
2011-2012 Service Center Staff Budget Detail

Position	Initial Salary	Increments	10/1/11 Increase Annual Rate	Longevity	COLA	12/31/11	FICA	Medical FICA	Medical	Retirement	Health's Compensation	Disability	Life	Dental	Vision	Reflex	Competition	Liability	Totals
Jordan, Kathy	24,704	0	2.37%	0	0	24,704	6,402	1,452	1,452	11,077	0.0000	0.0000	0	0	0	0	0	0	0
Decker, David	24,704	0	2.37%	0	0	24,704	6,402	1,452	1,452	11,077	0.0000	0.0000	0	0	0	0	0	0	0
Kochanski, Kristle	24,704	0	2.37%	0	0	24,704	6,402	1,452	1,452	11,077	0.0000	0.0000	0	0	0	0	0	0	0
Porter, Deborah	24,704	0	2.37%	0	0	24,704	6,402	1,452	1,452	11,077	0.0000	0.0000	0	0	0	0	0	0	0
Wells, Diane	24,704	0	2.37%	0	0	24,704	6,402	1,452	1,452	11,077	0.0000	0.0000	0	0	0	0	0	0	0
Supervisors	188,308	2,330	4.37%	3,880	1,200	200,518	12,508	3,030	3,030	23,384	251	355	225	2,884	429	25,678	2,889	2,889	2,889
Anderson, John	27,882	0	1.82%	0	0	27,882	6,402	1,452	1,452	11,077	0.0000	0.0000	0	0	0	0	0	0	0
Black, Michael	27,882	0	1.82%	0	0	27,882	6,402	1,452	1,452	11,077	0.0000	0.0000	0	0	0	0	0	0	0
Kalish, Thomas	27,882	0	1.82%	0	0	27,882	6,402	1,452	1,452	11,077	0.0000	0.0000	0	0	0	0	0	0	0
Business Cons.	203,078	0	5.07%	5,400	1,200	214,778	13,315	3,114	3,114	24,051	258	365	225	2,884	429	25,678	2,889	2,889	2,889
Anthony, Tonya	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Baldwin, Gerald	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Baird, Nancy	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Big, Scott	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Brown, Heather, Inc	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Brown, Barbara	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burt, Mercedes	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0
Burns, Joseph	47,391	1,077	1.21%	0	0	48,468	3,107	729	729	13,274	6,528	95	75	0	0	0	0	0	0

Macomb/St. Clair Employment Training Agency 2009 - 2012 Service Center Staff Budget Summary

<u>Contract Years</u>	<u>Base Salary Total</u>	<u>Total W/Fringes</u>
2009-2010	\$4,853,929	\$4,853,929
2010-2011	\$5,066,887	\$5,066,887
2011-2012	\$5,294,535	\$5,294,535
Contract Total Years 2009- 2012		\$15,215,351

MPRI 2009-2012 Budget Summary

<u>Contract Years</u>	<u>Total Salary</u>	<u>Total W/Fringes</u>
2009-2010		\$86,746
2010-2011		\$90,999
2011-2012		\$95,394
Contract Total		
Years 2009-2012		\$273,139

MPRI SUMMARY

TOTAL MPRI BUDGET DETAIL

Budgets	Administration	Program Costs	Training Related	Totals
PY 2009-10	2,522	86,963	-	89,485
.025 Increase	63	2,174	-	2,237
PY 2010-11	2,585	89,137	-	91,722
.025 Increase	65	2,228	-	2,293
PY 2011-12	2,650	91,366	-	94,015

Numbers are from 2009-2012 Staff Budget Detail within the spread sheet.

Note: Salary increase is .025 2.5%

TOTAL of M/SCETA BUDGET DETAIL

Budgets	Administration	Program Costs	Training Related	Totals
PY 2009-10	125,477	4,998,258	-	5,123,735
.025 Increase	3,137	124,956	-	128,093
PY 2010-11	128,614	5,123,214	-	5,251,828
.025 Increase	3,215	128,080	-	131,296
PY 2011-12	131,829	5,251,295	-	5,383,124

Numbers are from 2009-2012 Staff Budget Detail within the spread sheet.

Note: Salary increase is .025 2.5%

TOTAL 3 Year BUDGET DETAIL for M/SCETA and MPRI

Budgets	Administration	Program Costs	Training Related	Totals
PY 2009-10	127,999	5,085,221	-	5,213,220
.025 Increase	3,200	127,131	-	130,331
PY 2010-11	131,199	5,212,352	-	5,343,551
.025 Increase	3,280	130,309	-	133,589
PY 2011-12	134,479	5,342,660	-	5,477,139

Numbers are from 2009-2012 Staff Budget Detail within the spread sheet.

Note: Salary increase is .025 2.5%

BUDGET # 1: FOR MPRI/PY 2009-2010**1. ADMINISTRATIVE COSTS** (Limited to 3% of total budget)

1-A. ADMINISTRATIVE SALARIES/WAGES: For each position, include the Job Title, the hourly rate of pay, the number of hours included in the billing, and the projected cost.

<u>Position/Title</u>	<u>Hourly Rate</u>	<u># of Hours</u>	<u>Projected Cost</u>
Total Wages:			0

1-B. ADMINISTRATIVE FRINGE BENEFITS

<u>Benefit</u>	<u>% of Wages/Salary</u>	<u>Projected Cost</u>
<u>FICA:</u>	(factor .062 of salaries)	
<u>Medical FICA:</u>	(factor .0145 of salaries)	
<u>Medical:</u>	(\$13,274 per Individual)	
<u>Retirement:</u>	(factor.1119 of salaries)	
<u>Worker's Compensation:</u>	(factor.0012 of salaries)	
<u>Disability:</u>	(factor.0017 of salaries)	
<u>Life Insurance:</u>	(\$75 per Individual)	
<u>Dental:</u>	(\$968 per Individual)	
<u>Vision:</u>	(\$140 per individual)	
<u>Retiree Medical:</u>	(factor.1200of salaries)	
Total Fringe Benefits:		0

1-C. MILEAGE COSTS

<u>Number of Miles</u>	<u>X</u>	<u>Cost Per Mile =</u>	<u>Total Cost</u>
240		58 x 1.3	2,172
2,893			
Note: mileage and 30% increase due to program			
<u>Total Mileage:</u>			<u>2,172</u>

1-D. "OTHER" ADMINISTRATIVE COSTS (Identify Activity and Individual Cost)

<u>Training Event/Conference</u>	<u>Cost</u>
\$350 per Individual	350
<u>Total "Other" Costs:</u>	<u>2,172</u>
<u>Grand Total/Admin. Costs:</u>	<u>2,522</u>

2. DIRECT PROGRAM SERVICE COSTS

2-A. DIRECT PROGRAM COST SALARIES/WAGES: For each position, include the Job Title, the hourly rate of pay, the number of hours included in the billing, and the projected cost.

Position/Title	Hourly Rate	# of Hours	Projected Cost
1 Case Managers	(Avg. \$27.74)	1,957.5	54,300
	(COLA: \$400 per Individual)		400
	(LONGEVITY \$360 per Individual)		360
Total Wages:			55,060

2-B. DIRECT PROGRAM COST FRINGE BENEFITS

Benefit	% of Wages/Salary	Projected Cost
FICA:	(factor .062 of salaries)	3,367
Medical FICA:	(factor .0145 of salaries)	787
Medical:	(\$13,274 per Individual)	13,274
Retirement:	(factor .1119 of salaries)	6,076
Worker's Compensation:	(factor .0012 of salaries)	65
Disability:	(factor .0017 of salaries)	92
Life Insurance:	(\$75 per Individual)	75
Dental:	(\$968 per Individual)	968
Vision:	(\$140 per individual)	140
Retiree Medical:	(factor .1200 of salaries)	6,516
Total Fringe Benefits:		31,360

2-C. "Other Direct Program Costs (List each item along with its cost)

<u>Item</u>	<u>Projected Cost</u>
Liability Insurance (factor .0100 of salaries)	543
<hr/>	
<u>Total "Other" Costs:</u>	<u>543</u>
<u>Total Direct Training Costs:</u>	<u>86,963</u>
 <u>Total Budget for PY 2009/2010:</u>	
	<u>89,485</u>

MPRI Case Manager
1st Year (July 1, 2009 - June 30, 2010)

Administrative Costs

Mileage: \$ 2,172

Training: \$ 350

Total Administrative Costs: \$ 2,522

Staff Wages

(1) Case Manager: \$ 54,300

COLA \$ 400

Longevity \$ 360

Total Staff Wages: \$55,060

Fringe Benefits

FICA: \$ 3,367

Medical FICA: \$ 787

Medical: \$ 13,274

Retirement: \$ 6,076

Workers Comp: \$ 65

LTD: \$ 92

Life Insurance: \$ 75

Dental: \$ 968

Vision: \$ 140

Retiree Medical: \$ 6,516

Total Fringe Benefits: \$ 31,360

"Other" Direct Program Costs

Liability Insurance: \$ 543

Total "Other" Costs: \$86,963

Total 1st Year Budget: **\$89,485**

Total 2nd Year Budget: **\$91,722**

Total 3rd Year Budget: **\$94,015**

Total 3-Year Budget: **\$275,222**



IV. Total Cost Reimbursement Budget - Line Item

Present a budget for the delivery of the services described in this Request for Proposal for a one-year period (July 1, 2009 - June 30, 2012).

- A. Administration Costs (limited to 3% of total budget). Refer to Section VI, Contracting Policies, in the instructions.

A.1.

SALARIES AND WAGES	Charged to Administration Portion of Budget		How was Hourly Rate Determined
Position / Title	\$	# of Hours	
1 Director Full-time 37.5 per week Average 20% of time	18,157	392	County Rate of 1957.5 hours at \$46.32 per hour
3 Center Supervisors Full-time 37.5 per week Average 15% of time	27,642	294	County Rate of 1957.5 hours at \$31.34 per hour/per position
COLA:			County Fringe Benefit Package of \$400 per Individual
1 Director	80	.20	
3 Center Supervisors	180	.15	
Longevity:			County Fringe Benefit Package
1 Director	288	.20	Director/\$1,440
3 Center Supervisors	540	.15	Supervisor/\$3,600

Total Salaries and Wages Charged to Administration: \$46,887

A.2.

FRINGE BENEFITS		Charged to Administration Portion of Budget		How were Fringe Benefits Determined
		\$	% of Wages	
FICA:	1 Director 3 Center Supervisors	1,126 1,714	.062	County Rate
Medical FICA:	1 Director 3 Center Supervisors	263 401	.0145	County Rate
Medical:	1 Director 3 Center Supervisors	2,655 5,973	.20 .15	County Fringe Benefit Package \$13,274 per Individual
Retirement:	1 Director 3 Center Supervisors	2,179 3,317	0.1119	County Fringe Benefit Package
Worker's Compensation:	1 Director 3 Center Supervisors	22 33	.0012	County Rate
Disability:	1 Director 3 Center Supervisors	31 47	.0017	County Rate
Life Insurance:	1 Director 3 Center Supervisors	15 34	.20 .15	County Fringe Benefit Package \$75 per Individual
Dental:	1 Director 3 Center Supervisors	194 436	.20 .15	County Fringe Benefit Package \$968 per Individual
Vision:	1 Director 3 Center Supervisors	28 63	.20 .15	County Fringe Benefit Package \$140 per Individual
Retiree Medical:	1 Director 3 Center Supervisors	2,179 3,317	.1200 .1200	County Rate .1200

Total Fringe Benefits Charged to Administration:

\$24,027.00

IV. Cost Reimbursement Budget - Line Item - continued

B. Program Costs. Refer to Section VI, Contracting Policies, in the instructions.

B.1.

SALARIES AND WAGES	Charged to Direct Training Portion of Budget		How was Hourly Rate Determined
	Position / Title	\$	# of Hours
	1 Director Full-time 37.5 per week Average 80% of time	72,553	1,566
	3 Center Supervisors Full-time 37.5 per week Average 85% of time	156,449	1,664
	3 Business Consultants (Full-time 37.5 per week) Average 100% of time	191,676	1,957.5
	51 Case Managers (Full-time 37.5 per week) Average 100% of time	2,550,720	1,957.5
	COLA:		
	1 Director	400	100%
	3 Center Supervisors	1,200	
	3 Business Consultants	1,200	
	51 Case Managers	20,400	
	Longevity:		
	1 Director	1,440	100%
	3 Center Supervisors	3,600	
	3 Business Consultants	5,400	
	51 Case Managers	15,120	

Total Salaries and Wages Charged to Program Costs:

\$ 3,020,160

B.2. Program Costs Refer to Section VI, Contracting Policies, in the instructions.

IV. Cost Reimbursement Budget - Line Item - continued

A. 3.

OTHER List:	Charged to Administration Portion of Budget		How were Costs Determined
	\$	% of Budget	
Staff Travel:	13,440	17% of 4 Staff	County Rate of .56 per mile
Staff Development:	1,400	7% of 4 Staff	Cost based upon \$350 per Individual
Indirect Administrative Costs	10,551	7%	% of County Rate 150,731
Liability Insurance:	29,172	100 % of 56 Staff Salaries	County Rate .0100
* Profit:	-0-	-0-	-0-

Total Other Charged to Administration:

\$54,563

* Profit limited to 5% of reimbursable costs

Total Administration Costs: \$

\$125,477

FRINGE BENEFITS		Charged to Direct Training Portion of Budget		How were Fringe Benefits Calculated
		\$	% of Wages	
FICA:	1 Director 3 Center Supervisors 3 Business Consultants 51 Case Managers	4,498 9,698 11,884 158,087	80% 85% 100% 100%	County Rate .062
Medical FICA:	1 Director 3 Center Supervisors 3 Business Consultants 51 Case Managers	1,052 2,288 2,779 36,972	80% 85% 100% 100%	County Rate .0145
Medical:	1 Director 3 Center Supervisors 3 Business Consultants 51 Case Managers	10,819 33,849 39,822 676,974	80% 85% 100% 100%	County Fringe Benefit Package \$13,274 per Individual
Retirement:	1 Director 3 Center Supervisors 3 Business Consultants 51 Case Managers	8,118 17,503 21,449 285,321	80% 85% 100% 100%	County Fringe Benefit Package .1119
Worker's Compensation:	1 Director 3 Center Supervisors 3 Business Consultants 51 Case Managers	87 188 230 3,060	80% 85% 100% 100%	County Rate .0012
Disability:	1 Director 3 Center Supervisors 3 Business Consultants 51 Case Managers	123 266 326 4,335	80% 85% 100% 100%	County Rate .0017
Life Insurance:	1 Director 3 Center Supervisors 3 Business Consultants 51 Case Managers	64 191 225 3,825	80% 85% 100% 100%	County Fringe Benefit Package \$75 per Individual
Dental:	1 Director 3 Center Supervisors 3 Business Consultants 51 Case Managers	774 1,780 2,904 49,368	80% 85% 100% 100%	County Fringe Benefit Package \$968 per Individual
Vision:	1 Director 3 Center Supervisors 3 Business Consultants 51 Case Managers	112 357 420 7,140	80% 85% 100% 100%	County Fringe Benefit Package \$140 per Individual
Retiree Medical:	1 Director 3 Center Supervisors 3 Business Consultants 51 Case Managers	8,705 18,770 23,002 305,975	80% 85% 100% 100%	County Rate .1200

Total Fringe Benefits Charged to Program Costs:

\$1,753,120

IV. Cost Reimbursement Budget - Line Item - continued

B. 3. Program Costs. Refer to Section VI, Contracting Policies, in the instructions.

OTHER List:	Charged to Direct Training Portion of Budget		How were Costs Determined
	\$	% of Budget	
Staff Travel:	66,598	83% of 52 Staff	County Rate of .58 per mile
Staff Development:	18,200	93% of 52 Staff	Cost based upon \$350 per individual
Indirect Administrative Costs	140,180	93%	% of County Rate of 150,731
*Profit:	-0-	-0-	

Total Other Charged to Program Costs:

* Profit limited to 5% of reimbursable costs

\$224,978

Total Program Costs:

\$4,998,258

B. 4. Total budget for one year: July 1, 2009 – June 30, 2012

M/SCETA + MPRI = TOTAL

Total Administrative Costs: \$125,477 + \$2,522 = \$127,999

Total Program Costs: \$ 4,998,258 + \$86,963 = \$5,085,221

Total Costs: \$ 5,123,735 + \$89,485 = \$5,213,220

V. **Budget Cost Estimates**

Estimate total costs by category for years two (July 1, 2010 - June 30, 2011) and three (July 1, 2011 - June 30, 2012). Assume that the number of staff will remain the same in the first, second, and third year.

A. Estimate costs for July 1, 2010 through June 30, 2011 (year 2)

M/SCETA + MPRI = TOTAL

1.	Administrative Costs:	<u>\$ 128,614 + \$2,585 = \$131,199</u>
2.	Program Costs:	<u>\$ 5,123,214 + \$89,137 = \$5,212,352</u>
	Total Costs:	<u>\$ 5,251,828 + \$91,722 = \$5,343,551</u>

B. Estimate costs for July 1, 2011 through June 30, 2012 (year 3)

M/SCETA + MPRI = TOTAL

1.	Administrative Costs:	<u>\$ 131,829 + \$2,620 = \$134,479</u>
2.	Program Costs:	<u>\$ 5,251,295 + \$91,366 = \$5,342,660</u>
	Grand Total:	<u>\$ 5,383,124 + \$94,015 = \$5,477,139</u>

VI. **Additional Information**

Include other information that was not mentioned previously that supports your ability to manage the scope of this project.

VII. **Due Date**

Responses must be submitted no later than **12:00, noon, on Thursday, April 9, 2009**,
To:

John H. Bierbusse, Executive Director
Macomb/St. Clair Workforce Development Board, Inc.
VerKuilen Building
21885 Dunham Road, Suite 11
Clinton Township MI 48036-1030

BOARD OF COMMISSIONERS

2007

RESOLUTION NO. Sixty-Two

Official Resolution of the
Board of Commissioners
Macomb County, Michigan

*A Resolution Establishing a Policy
For Submission of Contracts
To Committees and/or Board of Commissioners*

Commissioner Edward A. Bruley,
On Behalf of the Board of Commissioners,
Offers the Following Resolution:

WHEREAS, Department Heads, from time to time, will submit contracts to the Board of Commissioners and/or Committees of the Board for their approval; and

WHEREAS, before the contracts are executed by the Chairman of the Board on behalf of the County, the contracts are reviewed by the offices of Corporation Counsel, Risk Management, and Finance; and

WHEREAS, it is in the best interest of the Committee to which the proposed contract is being submitted to be informed as to whether or not the contract has been reviewed by the appropriate Department; and

NOW, THEREFORE, IT IS HEREBY THE POLICY OF THE MACOMB COUNTY BOARD OF COMMISSIONERS that all contracts submitted to a Committee of the Board and/or the Board of commissioners shall contain notification to the Committee or Board that the contract has or has not been reviewed by the offices of Corporation Counsel, Risk Management and Finance. It shall be the responsibility of the Department submitting the contract to the Committee or to the Board to provide such information.

William A. Crouchman, Chairman
Board of Commissioners

Carmella Sabaugh
Macomb County Clerk

Edward A. Bruley, Commissioner District 17

NOTE: RUSH NEEDS TO BE PLACED ON 2009 TO 2012 BUDGET
SO THIS DEPT WILL OBTAIN APPROVAL TO B.I.D ON CONTRACT.
RFP WAS ONLY RECEIVED ON 2-27-09, AND CONTRACT ON 4-9-09.

TO: PAUL GIELEGHEM, CHAIRMAN OF THE BOARD

FROM: KATHY JORDON, DIRECTOR, MISCE TA

SUBJECT: CONTRACT/PROGRAM REVIEW REQUEST "NEED RUSH ON" CONTRACT ON 4-9-09

Title PROPOSED PROGRAM YEAR 2009 TO 2012 CONTRACT BUDGET

Department MISCE TA Contact Person KATHY JORDON

Date Submitted 3/2/09 Telephone Number 586-447-9217 OFFICE
586-596-6115

BOARD OF COMMISSIONERS/COMMITTEE APPROVAL DATE 3-26-09

Status: Check appropriate box

☐ Initial ☐ Revision ☐ Extension ☐ Final

☐ Other (Please explain below)

Other _____

OFFICE OF CORPORATION COUNSEL GEORGE BLUM BAUSH, DIRECTOR

Approved [Signature] Dated 3-3-09

Rejected* _____ Dated _____

OFFICE OF RISK MANAGEMENT RICHARD GARDNER, DIRECTOR

Approved _____ Dated _____

Rejected* _____ Dated _____

FINANCE DEPARTMENT DAVID DIESEL, DIRECTOR & JOHN FOSTER, ASSISTANT DIRECTOR

Approved _____ Dated _____

Rejected* _____ Dated _____

Contract/Program Synopsis

*When Rejected Attach Explanation

RECEIVED

MAR - 2 2009

CORPORATION COUNSEL

3-2-09

CC: DOUGLAS FOUTY

NOTE: RUSH NEEDS TO BE PLACED ON 2009 TO 2012 BUDGET
SO THIS DEPT WILL OBTAIN APPROVAL TO B.D. ON CONTRACT
RFP WAS ONLY RECEIVED ON 2-27-09, AND CONTRACT ON 4-9-09.

TO: PAUL GIELEHEM, CHAIRMAN OF THE BOARD

FROM: KATHY JORDON, DIRECTOR, MISCE TA

SUBJECT: CONTRACT/PROGRAM REVIEW REQUEST "NEED RUSH ON" CONTRACT DUE 4-9-

Title: PROPOSED PROGRAM YEAR 2009 TO 2012 CONTRACT BUDGET

Department: MISCE TA Contact Person: KATHY JORDON

Date Submitted: 3/2/09 Telephone Number: 586-447-9217 OFFICE
586-596-6115

BOARD OF COMMISSIONERS/COMMITTEE APPROVAL DATE 3-26-09

Status: Check appropriate box

☐ Initial ☐ Revision ☐ Extension ☐ Final

☐ Other (Please explain below)

Other _____

OFFICE OF CORPORATION COUNSEL GEORGE BRUMBAUGH, DIRECTOR

Approved _____ Dated _____

Rejected* _____ Dated _____

OFFICE OF RISK MANAGEMENT JOHN ANDERSON, DIRECTOR

Approved John Anderson Dated 3/3/09

Rejected* _____ Dated _____

FINANCE DEPARTMENT DAVID DIESEL, DIRECTOR & JOHN FOSTER, ASS. STAFF
DIRECTOR

Approved _____ Dated _____

Rejected* _____ Dated _____

Contract/Program Synopsis

*When Rejected Attach Explanation

CC: DOUGLAS FOUTY

3-2-09

NOTE: RUSH NEEDS TO BE PLACED ON 2009 TO 2012 BUDGET
SO THIS DEPT WILL OBTAIN APPROVAL TO B.D. ON CONTRACT
RFD WAS ONLY RECEIVED ON 2-27-09, AND CONTRACT ON 4-9-09.

TO: PAUL G. LEJHEM, CHAIRMAN OF THE BOARD

FROM: KATHY JORDON, DIRECTOR, MISCE TA

SUBJECT: CONTRACT/PROGRAM REVIEW REQUEST "NEED RUSH ON" CONTRACT ONE 4-9-09

Title PROPOSED PROGRAM YEAR 2009 TO 2012 CONTRACT BUDGET

Department MISCE TA Contact Person KATHY JORDON

Date Submitted 3/2/09 Telephone Number 586-447-9217 OFFICE
586-596-6115

BOARD OF COMMISSIONERS/COMMITTEE APPROVAL DATE 3-26-09

Status: Check appropriate box

☐ Initial ☐ Revision ☐ Extension ☐ Final

☐ Other (Please explain below)

Other _____

OFFICE OF CORPORATION COUNSEL GEORGE BRUM BAUSH, DIRECTOR

Approved _____ Dated _____

Rejected* _____ Dated _____

OFFICE OF RISK MANAGEMENT RICHARD G. SOWSKI, DIRECTOR

Approved _____ Dated _____

Rejected* _____ Dated _____

FINANCE DEPARTMENT DAVID DIESEL, DIRECTOR & JOHN POSTAL, ASSISTANT DIRECTOR

Approved [Signature] Dated 3-5-09

Rejected* _____ Dated _____

Contract/Program Synopsis

*When Rejected Attach Explanation

RECEIVED

MAR -- 3 2009

CORPORATION COUNSEL

CC: DOUGLAS FOOTY

3-2-09

TO: PAUL GILLESPIE, CHAIRMAN OF THE BOARD
 FROM: KATHY JORDON, DIRECTOR, MISLETA

SUBJECT: CONTRACT/PROGRAM REVIEW REQUEST

Title EXECUTIVE SUMMARY

Department MISLETA Contact Person KATHY JORDON

Date Submitted 3/2/09 Telephone Number 586-447-9217 OFFICE
586-596-6115 CELL

BOARD OF COMMISSIONERS/COMMITTEE APPROVAL DATE

Status: Check appropriate box

☐ Initial ☐ Revision ☐ Extension ☐ Final

☐ Other (Please explain below)

Other _____

OFFICE OF CORPORATION COUNSEL George Blumberg

Approved [Signature] Dated 3-3-09

Rejected* _____ Dated _____

OFFICE OF RISK MANAGEMENT JOHN P. ANDERSON

Approved _____ Dated _____

Rejected* _____ Dated _____

FINANCE DEPARTMENT DAVID DIESEL & JOHN FOSTER

Approved _____ Dated _____

Rejected* _____ Dated _____

Contract/Program Synopsis

*When Rejected Attach Explanation

CC: DOUGLAS FOUTY

RECEIVED

MAR - 2 2009

CORPORATION COUNSEL

TO: PAUL Gillegheen, CHAIRMAN OF THE BOARDFROM: KATHY JORDON, DIRECTOR, MISLETASUBJECT: CONTRACT/PROGRAM REVIEW REQUESTTitle EXECUTIVE SUMMARYDepartment MISLETA Contact Person KATHY JORDONDate Submitted 3/2/09 Telephone Number 586-447-9217 OFFICE
586-596-6115 CELLBOARD OF COMMISSIONERS/COMMITTEE APPROVAL DATE

Status: Check appropriate box

☐ Initial ☐ Revision ☐ Extension ☐ Final☐ Other (Please explain below)

Other _____

OFFICE OF CORPORATION COUNSEL George Blumberg

Approved _____ Dated _____

Rejected* _____ Dated _____

OFFICE OF RISK MANAGEMENT JOHN P. ANDERSONApproved John Anderson Dated 3/3/09

Rejected* _____ Dated _____

FINANCE DEPARTMENT DAVID DIEGL & JOHN FOSTER

Approved _____ Dated _____

Rejected* _____ Dated _____

Contract/Program Synopsis

*When Rejected Attach Explanation

CC: DOUGLAS FOUTY

TO: PAUL GILLESPIE, CHAIRMAN OF THE BOARD
FROM: KATHY JORDON, DIRECTOR, MISCETH

SUBJECT: CONTRACT/PROGRAM REVIEW REQUEST

Title EXECUTIVE SUMMARY

Department MISCETH Contact Person KATHY JORDON

Date Submitted 3/2/09 Telephone Number 586-442-9217 OFFICE
586-596-6115 CELL

BOARD OF COMMISSIONERS/COMMITTEE APPROVAL DATE

Status: Check appropriate box

☐ Initial ☐ Revision ☐ Extension ☐ Final

☐ Other (Please explain below)

Other _____

OFFICE OF CORPORATION COUNSEL George Brumbach

Approved _____ Dated _____

Rejected* _____ Dated _____

OFFICE OF RISK MANAGEMENT JOHN P. ANDERSON

Approved _____ Dated _____

Rejected* _____ Dated _____

FINANCE DEPARTMENT DAVID DIEGEL & JOHN FOSTER

Approved [Signature] Dated 3-5-09

Rejected* _____ Dated _____

Contract/Program Synopsis

*When Rejected Attach Explanation

RECEIVED

MAR - 3 2009

CORPORATION COUNSEL

CC: DOUGLAS FOUTY

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO approve timeline for transition of Macomb County Reference and Research Center regarding disbursements, last checkout date and closing to the public as outlined in a March 9, 2009 correspondence from Sandra Casamer, Liaison

INTRODUCED BY: D. Flynn, Chair, Education and Training Committee

COMMITTEE/MEETING DATEEducation & Training 3-18-09

**Macomb County
Reference and Research Center
16480 Hall Road
Clinton Township, MI 48038
586-286-6660**

Commissioner David Flynn
Macomb County Board of Commissioners
One S. Main
9th Floor
Mount Clemens, MI 48043

March 9, 2009

Dear Commissioner Flynn:

Sandra Yee from Wayne State University and I recommend the following timeline for the transition of the Macomb County Reference and Research Center as follows:

Disbursements

All of the (periodical/newspaper) microfilm and microfiche, and their cabinets, will be given to Mt. Clemens Public Library, along with the pertinent indexes to those microfilm and microfiche. The Mt. Clemens Public Library will pick up these materials at its own expense by May 15, 2009 and keep and maintain the same in perpetuity.

All of the local history and genealogy books will be given to Mt. Clemens Public Library for its Local History Collection. The Mt. Clemens Public Library will pick up these books at its own expense by May 15, 2009. If at anytime they want to delete the books from their collection, they must offer them to other libraries in the Suburban Library Cooperative.

All of the circulating (non-fiction and fiction), adult and children's items (books, DVDs, videos, CD-ROMs, etc) and the shelving that they are located on, will be given to Harrison Township. These items will be available for checkout to any resident in Macomb County. The township intends to create a township library, and will pursue joining the Suburban Library Cooperative. Anthony Forlini, Harrison Township Supervisor, will make arrangements to have these items picked up at their own expense by May 15, 2009. If at anytime they want to delete the books from their collection, they must offer them to other libraries in the Suburban Library Cooperative.

Last Checkout Date

The last checkout date for items has been determined to be Saturday, April 4, 2009. There will be no renewals after this date and all books will be due back by Saturday, April 25.

Closing to the Public

It has been determined that the building be closed to the public starting Saturday, May 1, 2009. This will allow the staff to assist in the disbursement of all the collections in the building. The Macomb County Reference and Research Center has relinquished its Congressional designation as a Federal Depository and must return all of the documents to the Library of Michigan in Lansing due to the fact that they are federal property and cannot be sold, transferred, or disposed of. We need to have all of the collections removed from the building by May 31, 2009.

Thank you.

Sincerely,

Sandra A. Casamer
Liaison to the Board of Commissioners/Assistant Director
586-412-5993

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO refer to the Personnel Committee review of the appropriate classification for Assistant Director of the Macomb County Reference and Research Center

INTRODUCED BY: D. Flynn, Chair, Education and Training Committee

COMMITTEE/MEETING DATE

Education & Training 3-18-09



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

March 9, 2009

TO: Members of the Education & Training Committee

FROM: Commissioner David Flynn, Chair *DF*
Education & Training Committee

RE: Appropriate Classification for Assistant Director of the Macomb County
Reference & Research Center

With the completion of the transition of the Macomb County Library to the Macomb County Reference & Research Center, it has come to my attention that the Center has maintained the position of Assistant Director.

With Wayne State University being responsible for the direction and management of the Center, the classification of Assistant Director seems to no longer be appropriate. I am requesting that the classification title of Assistant Director be reviewed by the Human Resources Department to formulate a recommendation for an appropriate classification title that is consistent with needs of the Macomb County Reference & Research Center.

MACOMB COUNTY BOARD OF COMMISSIONERS

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Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Toni Mocerri - District 4
Susan L. Doherty - District 5

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Keith Rengert - District 15
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William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO approve contract with the Suburban Library Cooperative

INTRODUCED BY: D. Flynn, Chair, Education and Training Committee

COMMITTEE/MEETING DATE
Education & Training 3-18-09

**MACOMB LIBRARY FOR THE BLIND
AND PHYSICALLY HANDICAPPED
OPERATING AGREEMENT**

This Agreement is entered into on January 1, 2009, between the SUBURBAN LIBRARY COOPERATIVE, 44750 Delco Boulevard, Sterling Heights, Michigan and the MACOMB COUNTY, One S. Main Street, Mt. Clemens, Michigan.

RECITALS

- A. The Suburban Library Cooperative ("SLC") is a "Cooperative Library" established under Public Act 89 of 1977, MCL 397.551 et seq., (Act 89) to provide library services for its member libraries more effectively and economically than can be provided by libraries acting independently.
- B. Pursuant to Act 89, the Macomb County Library has been receiving state aid for the Macomb Library for the Blind and Physically Handicapped (MLBPH) for the purchase of equipment, materials, and training. The Macomb County Library provided space and staffing for the MLBPH through its budget.
- C. Macomb County ("County") has entered into an agreement with Wayne State University ("WSU"), whereby WSU will operate the Macomb County Library as the Macomb County Research and Reference Center.
- D. The County and WSU have agreed that the MLBPH will retain, at a minimum, the same amount of space that the MLBPH currently occupies.
- E. Because the Macomb County Research and Reference Center is not considered a "public library" under Act 89, state aid for the MLBPH through the Research and Reference Center is not available.
- F. As a "Library Cooperative," SLC is able to receive state aid pursuant to Act 89 for the MLBPH.

- G. Both the County and SLC desire to keep the MLBPH operating at its present location and enter into this agreement whereby SLC will lease space in the Macomb County Research and Reference Center and employees from the County to operate the MLBPH.

AGREEMENT

1. Memorandum of Understanding. Effective December 31, 2008, the County will terminate its Sublending Agency Service Agreement for Sound Reproducers and other Reading Equipment with the Library of Michigan and, effective January 1, 2009, SLC will enter into a new Sub-Regional Memorandum of Understanding with the Library of Michigan to furnish MLBPH services attached as Exhibit A. The name of the MLBPH will continue to be the Macomb Library for the Blind and Physically Handicapped.
2. Lease of Space for MLBPH. The County leases to SLC the right to the use the same amount of square feet that the MLBPH currently occupies at 16430 Hall Road, Clinton Township, Michigan to provide MLBPH services pursuant to a Building Lease attached as Exhibit B.
 - a. As more fully set forth in the Building Lease, SLC will not be responsible for any utility charges made against the leased space, including gas, water, sewer, heat, and electricity. SLC shall be responsible for all telephone charges and Internet service.
 - b. As more fully set forth in the Building Lease, SLC shall have rights of ingress and egress and the right to use the common spaces at the Macomb County Research and Reference Center, including the loading dock, staff restrooms, staff lounge and exterior areas, such as parking areas, sidewalks and driveways and the meeting rooms and computer lab during such times as the Macomb County Research and Reference Center is open.
 - c. In the event there is difference between the duties and responsibilities of the parties under this Agreement and the Building Lease, the terms of the Building Lease shall govern.
3. Personal Property Transfer. As of the Effective Date of this Agreement, subject to the terms of the Bill of Sale attached as Exhibit C to this Agreement, the County shall transfer all the assets located in the area currently occupied by the MLBPH and listed in Schedule 1 to Exhibit C to

SLC. The County and SLC agree to execute the Bill of Sale substantially in the form attached as Exhibit C, Schedule 1 to this Agreement.

4. Employee Lease. Pursuant to the Employee Lease Agreement attached as Exhibit D, SLC will lease the following full-time employees for the purpose of providing MLBPH services: 1 division head librarian, 1 librarian, 1 clerk/typist 3, and 1 clerk/typist 2.
5. MLBPH Services. In consideration for the leased space and employees, SLC will provide MLBPH services for Macomb County Residents. SLC shall have the sole discretion to determine what MLBPH services are provided. There will be no charge to SLC for the leased space or the employees.
6. Term. Unless terminated pursuant to Section 7 below, the term of this Agreement is for a term commencing on January 1, 2009 and terminating on September 1, 2009. The Agreement will renew automatically for additional one (1) year terms unless either party gives notice to the other party of their intent to terminate the agreement in writing at least sixty (60) days prior to the September 1 termination date in any given year.
7. Termination.
 - a. SLC may terminate this Agreement immediately upon written notice if any of the following occur:
 1. The County terminates or breaches the Building Lease attached as Exhibit B, or as subsequently amended; or
 2. The County terminates or breaches the Employee Lease attached as Exhibit D, or as subsequently amended by the Parties; or
 3. SLC does not receive adequate State Aid funding to cover the expenses of the MLBPH. SLC has the sole and exclusive discretion to determine whether the State Aid funds are adequate to cover the expenses of the MLBPH; or

4. The Library of Michigan or SLC terminates the Memorandum of Understanding attached as Exhibit A, or as subsequently amended.

b. SLC may terminate at any time upon sixty (60) days written notice.

c. Upon termination pursuant to this Paragraph or upon failure to renew pursuant to Paragraph 6, all personal property owned by SLC used solely for MLBPH services shall be transferred to the entity that agrees to provide MLBPH services for Macomb County. If there is no such entity willing to provide MLBPH services for Macomb County, the personal property used solely for MLBPH services shall be transferred to Macomb County.

8. Entire Agreement. This Agreement, including the documents attached as exhibits to this Agreement, contain the entire understanding between the parties.

9. Severability. Each provision of this Agreement must be interpreted in a way that is valid under applicable law. If any provision is held invalid, the rest of the Agreement will remain in full effect.

10. Amendment. The parties can amend this Agreement only by a written document signed by both parties.

11. Assignment. A party cannot assign this agreement or any right or obligation under the Agreement without the prior consent of the other party. If this Agreement is properly assigned, then it will bind and benefit the successors and assigns of the parties.

12. Third Parties. This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.

13. Liabilities. All liability to third parties, loss or damages, demands, costs or judgments arising out of activities to be carried out by SLC under the terms of this agreement shall be the responsibility of SLC if the liability, loss, or damages are caused by, or arise out of, the actions or failure to act on the part of SLC or anyone directly or indirectly employed by SLC (excluding employees leased by SLC from Macomb County). All liability to third parties, loss or damages, demands, costs or judgments arising out of activities to be carried out by the Macomb County under the terms of this agreement shall be the responsibility of Macomb County if the liability, loss, or damages are caused by, or arise

out of, the actions or failure to act on the part of the County or anyone directly or indirectly employed by Macomb County (including employees leased by SLC from Macomb County).

14. Governmental Immunity. Nothing contained in this agreement shall be construed as a waiver of any governmental immunity on the part of the Macomb County, SLC or any of their officers, or employees as provided by statute or court decision.

MACOMB COUNTY

By: _____
Paul Gielegem, Chair
Board of Commissioners

By: _____
Mark Wollenweber, Chairperson
Board of Trustees

By: _____
Sharon Hupp, Director

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Exhibit A

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE MICHIGAN DEPARTMENT OF HISTORY, ARTS AND LIBRARIES,
LIBRARY OF MICHIGAN
AND THE
SUBURBAN LIBRARY COOPERATIVE
REGARDING THE
PROVISION OF CONSORTIUM OF USER LIBRARIES SOFTWARE FOR USE
BY LIBRARIES SERVING THE BLIND AND DISABLED**

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into between the MICHIGAN DEPARTMENT OF HISTORY, ARTS AND LIBRARIES, LIBRARY OF MICHIGAN, OR ITS SUCCESSOR AGENCY OR DEPARTMENT (HAL/LM) and the SUBURBAN LIBRARY COOPERATIVE (SLC), COLLECTIVELY REFERRED TO AS THE PARTIES, on _____, 2009.

A. Statutory and Practical Considerations

HAL/LM is authorized to enter into this MOU under §§10(3)(g),(h), and (m) of the Library of Michigan Act, 1982 PA 540, MCL 397.20, and §§5 and 7 of the History, Arts and Libraries Act, 2001 PA 63, MCL 399.705 and 399.707.

SLC is authorized to enter into this MOU under §§8(2)(d),(h), and §14, of the State Aid to Public Libraries Act, 1977 PA 89, MCL 397.558 and 397.564, and §§12(1)(g) and (m) of the District Library Establishment Act, 1989 PA 24, MCL 397.182.

HAL/LM is the lead library support agency delivering library services and technological advances throughout Michigan to a network of regional and sub-regional libraries for blind and physically disabled individuals.

All Michigan residents who are unable to see or read standard print because of visual or physical disabilities are eligible to receive free reading materials from this network of libraries.

The Consortium of User Libraries (CUL) is an organization composed of libraries licensed to use a proprietary, automated registration and circulation system to furnish reading materials to blind and physically disabled individuals.

SLC desires to perform the responsibilities of a sub-regional library for the blind and physically disabled.

The parties have reached an agreement regarding the responsibilities of each party with respect to the provision and use of CUL software, and the parties desire to set forth their understanding in a written agreement.

In view of the statutory and practical considerations listed above, the parties agree as follows:

B. Responsibilities of HAL/LM

HAL/LM will undertake the following responsibilities:

1. HAL/LM, through its Services for the Blind and Physically Handicapped (SBPH), will provide SLC with the most recent version of the CUL application software over the Internet. The server where the CUL application resides is located in Lansing and maintained by the Michigan Department of Information Technology.
2. HAL/LM SBPH will provide the workstation software required at SLC for connection to the CUL application software on the LM server via Internet.
3. HAL/LM SBPH will provide CUL software maintenance, support, and payment of the CUL sublicense fee.
4. HAL/LM SBPH will provide access to the CUL On-Line Public Access catalog for book selection by SLC patrons.
5. HAL/LM SBPH will provide an annual count of regional readers with "active" status on or before January 15, 2009 to CUL and on or before January 15 each year thereafter.
6. HAL/LM reserves the right to take any part of the system offline for updates, repairs, or maintenance at its convenience. Since there may be unpredictable and unannounced interruptions to the system, both parties acknowledge there may be periods when the CUL software system is offline.
7. HAL/LM SBPH will furnish a count of Macomb readers possessing active status on or before October 1 annually to SLC.

C. SLC Services to Patrons

SLC will furnish the following services to its blind and disabled patrons:

1. Handle on-line patron registration.
2. Maintain reader patron records.

3. Perform reader advisory services and any other service required.
4. Handle interactive ordering of books, machines, and magazines.
5. Furnish walk-in service to patrons.
6. Retain a two-year collection of books produced by the National Library Service for the Blind and Physically Handicapped (NLS).
7. Perform continuous outreach efforts throughout the service area.
8. Furnish statistical reporting to HAL/LM SBPH and the NLS.

D. SLC Information Technology Duties

SLC will furnish necessary hardware components, hardware maintenance, hardware upgrades, and operational Internet connection sites to facilitate access to the HAL/LM CUL server, as well as perform all functions needed to furnish services under this MOU.

E. Collaborative Responsibilities

1. The parties agree to cooperate and work collaboratively in order to furnish the most recent CUL software to the SLC sub-regional staff.
2. The parties agree that the CUL software will run on a server in Lansing. The CUL software will allow SLC to register patrons, circulate materials, activate and cancel magazine subscriptions, and retrieve reports and statistics.

F. Indemnification

Each party agrees to seek its own legal representation and bear its own costs, including but not limited to expert witness fees, attorneys fees and adverse judgments, in connection with any litigation that may arise from the performance of any activity undertaken pursuant to this MOU. It is expressly understood and agreed that neither party will indemnify the other in the event of litigation.

G. Other Areas of Mutual Agreement

1. The parties agree that this MOU is effective January 1, 2009 through September 1, 2009. It is also agreed that this MOU shall renew automatically and extend for additional one (1) year periods, unless one of the parties notifies the other in writing at least sixty (60) days prior to the day that this MOU renews that the party has decided to cancel the MOU.

2. The parties may cancel this MOU either by mutual consent or by one of the parties giving the other party sixty (60) days notice of cancellation.
3. It is lastly agreed that this MOU may be amended only by executing a written amendment agreed to by both HAL/LM and SLC.
4. The Parties acknowledge that the payments or other forms of compensation due under this Agreement are contingent on the availability of funds to HAL/LM for support of the sub-regional state-aid funds for the provision of library services for the blind and physically handicapped. The Parties agree that if funds become unavailable or are reduced to HAL/LM during the term of the agreement, HAL/LM has no duty to pay any amount due. Further, HAL/LM may reduce the amount of the consideration or terminate the agreement if funds are withdrawn or reduced by the Legislature, executive branch allocation agencies, e.g., DMB, or grant providers.
5. SLC may terminate this MOU immediately if Macomb County terminates or breaches the (1) Macomb County for the Blind and Physically Handicapped Operating Agreement (attached as Exhibit 1 to this MOU); (2) the Employee Lease Attached as Exhibit D to the Operating Agreement, or as subsequently amended by SLC and the County or (3) the Building Lease attached as Exhibit B to the Operating Agreement.

SUBURBAN LIBRARY COOPERATIVE

BY: _____
Sherry Hupp, Director
Suburban Library Cooperative

DATE: _____

DEPARTMENT OF HISTORY, ARTS AND LIBRARIES, LIBRARY OF MICHIGAN

BY: _____
Nicholas L. Bozen, Director
Office of Regulatory Affairs
Department of History, Arts and
Libraries

DATE: _____

SUBURBAN LIBRARY COOPERATIVE

By: _____

Its: _____

MACOMB COUNTY

By: _____

Its: _____

DRAFT

Exhibit B

BUILDING LEASE

This Lease is made this 1st day of January, 2009 ("Effective Date") by and between Macomb County, hereinafter designated as the Landlord, and the Suburban Library Cooperative, hereinafter designated as the Tenant.

1. **Term.** In consideration of the covenants and agreements to be performed by the Tenant and the Landlord under this Lease, the Landlord leases to the Tenant, and the Tenant leases from the Landlord, the Premises commonly known as the Macomb Library for the Blind and Physically Handicapped ("MLBPH"), located in Macomb County, Michigan, as more particularly described and depicted on attached Attachment 1 ("Premises"), for a period of one (1) year beginning from the Effective Date of this Agreement. The term of the lease shall renew automatically and extend for additional one year periods beginning each January, unless one of the parties notifies the other in writing at least 60 days prior to the January 1 renewal date in any given year.

2. **Consideration.** In consideration of this Lease, Tenant shall pay Landlord rent in the amount of \$1.00 per year, payable on the Effective Date of this Agreement.

3. **Tenant's Responsibilities.** Without limiting the foregoing, the Tenant agrees as follows:

a. The Tenant shall not perform or permit any acts or carry on any practices which may injure the building and structures on the Premises, and shall keep the Premises, or cause the Premises to be kept, clean and free from rubbish, and dirt in full compliance with all applicable laws and ordinances.

b. The Tenant shall maintain the Premises; however, the Landlord shall maintain in good repair and condition and replace when necessary all fixtures and equipment therein, including all plumbing, sprinkler, heating, air-conditioning, electrical, gas, security and safety and like fixtures and equipment, all window glass, ceilings, doors and door frames, windows and window frames of the Premises, and shall make all repairs, replacements and upgrades to such Premises' fixtures and equipment. The Tenant shall notify the Landlord in writing for the need for maintenance, repair or replacement as discussed above.

c. The Tenant shall be responsible for the risk of loss of all the personal property on the Premises and shall ensure that fire and extended

coverage insurance is obtained on the Tenant's personal property located in the Premises in amounts reasonably deemed adequate by the Tenant to fully insure such personal property.

- d. The Tenant shall pay for telephone service used in or rendered or supplied to the Premises during the term of this Lease, as the same shall become due.

4. **Landlord's Responsibilities**

- a. The Landlord shall pay for all gas, water, heat, electricity, light, or any other communication or utility service, except telephone and Internet service, used in or rendered or supplied to the Premises during the term of this Lease, as the same shall become due.

- b. The Landlord shall provide comprehensive and general, public liability insurance against claims for personal injury, death or property damage occurring in connection with the use and occupancy of the Premises or arising out of the improvement, repair or alteration of the Premises. The limits of such insurance shall be not less than \$1,000,000.00 per occurrence and not less than \$1,000,000.00 in aggregate. The Landlord shall furnish the Tenant a binder renewing the insurance policy at least 30 days before the policy expires. The policy or binder shall name the Tenant as an additional insured and shall provide for at least 30 days' notice to the Tenant of any change in coverage or of cancellation.

The Landlord shall maintain the interior wall coverings and floor coverings in good repair and shall replace such wall and floor coverings at its own expense as it deems necessary. The Landlord shall also perform all necessary exterior painting and repair to the exterior of the building, including the roof.

- d. The Landlord shall at all times during the term of this Lease ensure that the Premises is insured against loss or damage caused by fire, with extended coverage, boiler and machinery, water damage and windstorm damage, in an amount not less than one hundred percent (100%) of the full insurable value as determined from time to time. The term "full insurable value" means actual replacement cost without deduction for physical depreciation. The Landlord shall name the Tenant as an additional insured on such insurance policy.
- e. It is understood and agreed that if the Premises are damaged or destroyed in whole or in part by fire or other casualty during the term

hereof, the Landlord will repair and restore the same to good tenable condition with reasonable dispatch. The Tenant shall remove its damaged goods, wares, equipment or property within a reasonable time to permit the repair and restoration.

we are not providing

f. The Landlord agrees to provide maintenance service to the Tenant in the same manner as it provides services for other Macomb County properties, including but not limited to mowing, snow removal, custodial services, lawn and landscaping maintenance services. The Landlord shall indemnify the Tenant against all claims arising from or relating to the maintenance as provided for in this Agreement and shall be required to obtain insurance coverage in amounts reasonably determined by the Parties to meet such liabilities. Such insurance policies shall name the Tenant as an additional insured party.

g. The Landlord shall be solely responsible for the provision, maintenance and repair of all exterior and interior signs relating to the use of the Premises.

5. **Major Capital Improvements.** The Tenant shall not change the facade of the Premises or undergo any major capital improvements without prior written approval of the Landlord, which the Landlord shall not unreasonably deny.

6. **Assignment of Lease.** The Tenant and the Landlord covenant not to assign or transfer this Lease under any circumstances without the prior written consent of the other party, which shall not be unreasonably withheld.

Use for Library Purposes. It is understood and agreed between the parties hereto that the Premises during the continuance of this Lease shall be used and occupied for providing library services to the MLBPH. Further, Tenant will not use or permit or suffer the use of the Premises for any purpose in violation of any federal or state law, municipal ordinance or regulation, including but not limited to the federal Americans with Disabilities Act and the Michigan Persons with Disabilities Civil Rights Act. The parties expressly agree that the Tenant may, during the term of this Lease, move the operations of the MLBPH services to a temporary location in order to construct improvements to the Premises.

8. **Improvements.** It is understood and agreed that during the course of this Lease or any previous leases, that there will be certain furniture, fixtures, and other improvements that will or have been added to the property by the Tenant which shall not alter the basic structure of the property, and the Tenant shall have the right to remove all such improvements upon the termination of the Tenant with the exception of any permanent improvements which they shall have made to the heating and/or plumbing or lighting facilities which shall become part of the real property and remain as such at the termination of the Lease.

9. **Right to Ingress and Egress; Use of Common Spaces.** Because the Premises is certain space located in the Macomb County Research and Reference Center, Landlord grants Tenant all rights of ingress and egress to access the Premises. In addition, Tenant has a right to use all common areas of the Macomb County Research and Reference Center, including but not limited to the loading dock, staff restrooms, patron restrooms, staff lounge, meeting rooms and computer labs and all exterior areas including the parking lot, sidewalks and driveways.

10. **Termination/Remedies for Breach of Lease.**

- a. Either party may terminate this Agreement without cause upon 60 days written notice.
- b. Tenant may terminate this Agreement immediately upon written notice if the Macomb County Library for the Blind and Physically Handicapped Operating Agreement entered into on January 1, 2009 between Tenant and the Landlord is terminated.
- b. If Tenant shall breach or fail to perform any of the promises and agreements in this Lease, and such failure is not cured within sixty (60) days after written notice from Landlord, Landlord may commence such performance at Tenant's cost and expense or terminate this Lease and repossess the Premises.
- c. If the Landlord shall breach or fail to perform any of the promises and agreements in this Lease and such failure is not cured within sixty (60) days after written notice from Tenant, Tenant may commence such performance at Landlord's cost and expense or terminate this Lease.

11. **Right of Entry.** The Landlord shall have the right to enter upon the Premises at all reasonable hours for the purpose of inspecting the same, reasonable hours being defined as hours when the Library is open to the public or in a clear emergency, notification of the Library Director or any of the Board of Trustees, within a timely fashion.

12. **Waivers.** One or more waivers of any covenant or condition by the Landlord shall not be construed as a waiver of a further breach of the same covenant or condition.

13. **Notice.** Whenever notice of any kind is required under this Lease, it shall be deemed sufficient notice and service thereof if such notice is in writing addressed to the applicable party at its last known Post Office address and deposited in the mail with first class postage prepaid.

ATTACHMENT 1

See attached diagram of space to be leased pursuant to this Agreement

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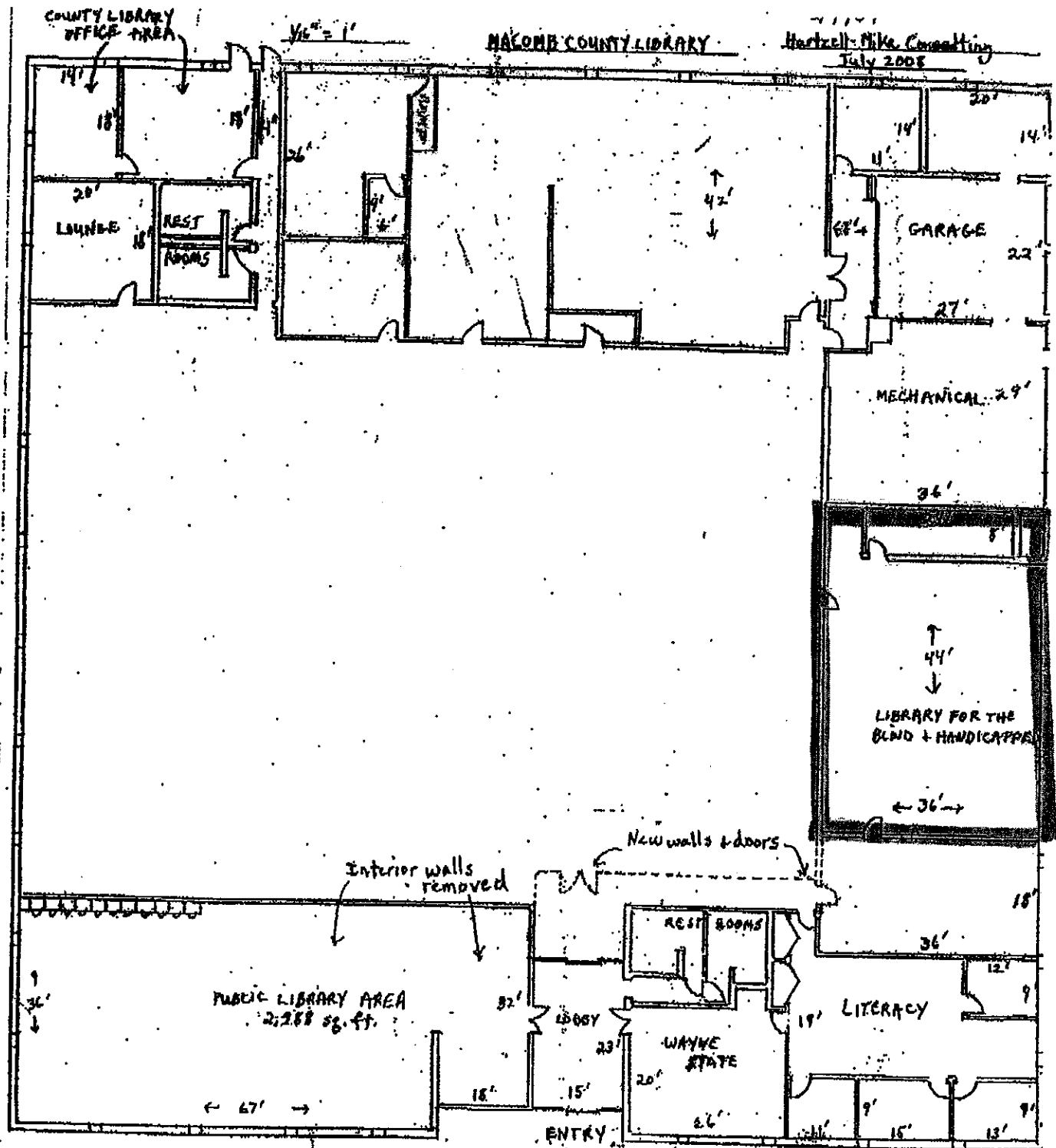


Exhibit C

BILL OF SALE

This Bill of Sale is made as of _____, 2009, between MACOMB COUNTY, a Michigan public corporation, ("Seller") and the SUBURBAN LIBRARY COOPERATIVE, a Michigan Library Cooperative, ("Purchaser").

For valuable consideration, Seller transfers and conveys to Purchaser all of Seller's right, title and interest in and to all of the tangible and intangible personal property the items listed in Schedule 1 to Exhibit C attached hereto. None of the personal property is subject to any claim, lien, encumbrance or interest of any kind or nature.

Except as expressly provided herein, Seller makes the transfer under this Bill of Sale without any representation, warranty or guaranty, whether express, implied or statutory, including any warranty of condition, merchantability, habitability or fitness for a particular use or purpose. This transfer is made as is, where is, and with all faults.

Purchaser accepts delivery of the personal property and assumes all risk of loss and responsibility for the performance and compliance with any contractual agreement or undertaking related to any of the personal property or any of the Seller's rights therein.

This Bill of Sale is made as of the date first above written.

SUBURBAN LIBRARY COOPERATIVE

By: _____
Its: _____

MACOMB COUNTY

By: _____
Its: _____

Schedule 1 to Exhibit C

List of Personal Property to be Transferred
And Library - LBPH Fund Balance Sheet is Attached

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Macomb Library for the Blind and Physically Handicapped
Collections and Equipment Inventory.....

Collections

Cassette Books (NLS Owned) (30,081)
Large Print Books (8,536)
Standard Print Books (400 estimated)
Kit Collection (Regular Print Book and Cassette Book) (2,175)
Descriptive Videocassettes (905)
Bi Folkal Kits (40)

Equipment & Furnishings

Cassette Player Machines (NLS Owned)
Desks (7)
Chairs (15)
Telephones (4)
Fax Machine
Computers (7)
Printers (3)
Scanner
Juliet Pro 60 Braille Printer
Calculators (2)
Typewriters (2)
File Cabinets (5)
Storage Cabinet
Tables (3)
Typing Tables (4)
Book Cases (5)
Shelving Units (33)
Movable Shelving Units (9)
Recordex CW600 Rewinders (2)
Telex Duplicator
Dataraser 105
Paper Cutter
CCTV (10)
Hand Held Magnifiers (15)
Magnifyer Lamp
Perkins Brailier (2)
Fan
Step Stools (5)
Book Carts (16)
Card Tables (2)
Display Boards (3)
Kids on the Block Puppets and Supplies
Speaker Box System
Locker Unit

USER: Gurdziel, Lenore
REPORT: GL30 WITH RV XP ROLLUP BY BATCH ID

PAGE: 1

02/19/2009 :DATE

12:35:58 :TIME

Macomb County, Michigan

Fund: 277 Library - LBPH Grant

General Ledger Activity
01/01/2009 through 01/31/2009

Object	Posting Date	Reference	Batch ID	Description	Beginning Balance	Debit Amount	Credit Amount	Entry Date
39000	FUND BALANCE				-92,712.68			
	1/31/2009	YE08CLOSE0	YE08REV1	REVERSE YE08PST1		13,704.03	0.00	01/30/09
	1/31/2009	YE08CLOSE0	YE08REV1	REVERSE YE08PST1		79,008.65	0.00	01/30/09
	1/31/2009	YE08CLOSE0	YE08PST2	CLOSE RV AND XP TO FUND BAL		0.00	11,827.73	02/02/09
	1/31/2009	YE08CLOSE0	YE08PST2	ROL. FORWARD FUND BALANCES		0.00	79,008.65	02/02/09
39000	FUND BALANCE							
						Ending Balance:		-90,836.38
Revenues					0.00			
			CF9112JA	1/14/2009		0.00	60.00	01/14
						Ending Balance:		-60.00
Expenses					0.00			
						Ending Balance:		0.00

Exhibit D

EMPLOYEE LEASING SERVICES AGREEMENT

This Employee Leasing Services Agreement made this 1st day of January, 2009, by and between the County of Macomb, a Michigan county governmental body (the "County") and the Suburban Library Cooperative, a library cooperative established under Michigan Public Act 89 of 1977 ("SLC").

Recital of Facts

WHEREAS, certain employees of the County have been employed at the Library for the Blind and Physically Handicapped (the "MLBPH"), located in the County of Macomb, State of Michigan; and

WHEREAS, the Parties desire that SLC assume responsibilities for the operation of the MLBPH, effective January 1, 2009; and

WHEREAS, SLC desires to cooperate with the County to provide uninterrupted operation of the MLBPH and to continue to utilize County employees to staff the MLBPH.

NOW, THEREFORE, pursuant to mutual covenants contained in this Agreement, the Parties agree as follows:

I. Personnel

1.1 **Provision of Employees.** Subject to the terms of this Agreement, the County agrees to furnish to SLC, and SLC agrees to utilize from the County, all personnel necessary for the proper functioning of the MLBPH. Subject to the terms of this Agreement and existing policies, practices and collective bargaining agreements, current County employees shall be retained for employment at the MLBPH once SLC assumes responsibility, and future vacancies shall be posted and appointments processed by the County, subject to minimum qualifications as determined by SLC.

1.2 **The County as Employer.** The County is, and shall remain, the employer of those persons furnished to SLC for employment at the MLBPH, and is liable as such for all purposes, including, without limitation, processing of all paychecks for County employees employed at the MLBPH, compiling, preparing and filing all payroll and employee information, the payment of all federal, state and local employment taxes and the filing of all related tax returns, the provision of workers' compensation coverage and funding of all pension, welfare and fringe benefits programs for the employees working at the MLBPH. The County reserves the exclusive right to exercise all power and control over its employees belonging to an employer at common law and by statute, provided, however, nothing contained in this Agreement limits SLC's statutory authority in connection with its operation of the MLBPH.

1.3 **Compliance with Applicable Law.** The County and SLC each agree to comply with all applicable state and federal laws in performing their obligations under this Agreement, including but not limited to wage and hour, employee benefit and nondiscrimination laws.

II. Term of Agreement

This Agreement shall commence on the date written above and remain in full force and effect for one (1) year, renewing annually according to its terms and based on the first set forth above, unless terminated by either party. Either party may terminate this Agreement for any or no reason by giving at least sixty (60) days' prior written notice to the other.

III. Administration

3.1 **Supervision.** SLC's Board shall be responsible for the direct supervision of the MLBPH Director. The MLBPH Director shall supervise and be responsible for employees working at the MLBPH.

3.2 **Personnel Policies.** All County employees working at the MLBPH shall be subject to SLC's policies, as adopted for the operation of the MLBPH. All MLBPH policies shall be consistent with those in effect or adopted by the County for its employees, and all applicable collective bargaining agreements.

3.3 **Report of Hours Worked.** SLC shall report to the County all time worked by all of the County employees assigned to the MLBPH, such pay period and shall provide the County with written verification of same. The County shall be responsible for processing the payroll and fringe benefits for all employees employed at the MLBPH, based on reported hours.

IV. Insurance

4.1 **Insurance Coverage.** The County shall furnish, and keep in full force and effect at all times during the term of this Agreement, all insurance and benefit coverages which apply to the County employees working at the MLBPH, including but not limited to general liability, automobile liability, and workers' compensation insurance. Upon written request by SLC, the County shall furnish a certificate of insurance verifying such coverage.

V. Indemnification

5.1 **By the County.** The County agrees to indemnify, defend and hold harmless SLC from any and all claims, obligations, losses, liabilities, damages, recoveries and deficiencies (including interest, penalties and actual reasonable attorney fees, costs and expenses) which SLC may suffer or incur as a result of: (i) the nonpayment of any payroll expense, employment tax or any other tax, assessment or expense that is payable by the County in connection with the claims brought by SLC employees; and (ii) any claims or suits against SLC in connection with claims brought by County employees working at the MLBPH that arise from actions of the County. The County shall also pay to SLC all actual reasonable attorney fees, costs and expenses incurred by SLC, in enforcing the indemnification, provided, however, that the County shall not be

obligated to indemnify, defend or hold harmless SLC with respect to any claims or suits arising as the result of actions of SLC. Further, if SLC submits a claim for indemnification to the County, then SLC shall give the County prompt notice of any claim or suit with respect to which such indemnification claim relates, and the County shall have the right to control the litigation and/or possible settlement of such underlying claim.

5.2 **By SLC.** SLC agrees to indemnify, defend and hold harmless the County from any and all claims, obligations, losses, liabilities, damages, recoveries and deficiencies (including interest, penalties and actual reasonable attorney fees, costs and expenses) which the County may suffer or incur as a result of any claims or suits against the County (i) in connection with the enforcement of any obligation of SLC under this Agreement; and (ii) in connection with claims brought by County employees working at the MLBPH that arise from actions of SLC. SLC shall also pay to the County all actual reasonable attorney fees, costs and expenses incurred by the County in enforcing the indemnification, provided, however, that SLC shall not be obligated to indemnify, defend or hold harmless the County with respect to any claims or suits arising as the result of actions of the County. Further, if the County submits a claim for indemnification to SLC, then the County shall give SLC prompt notice of the claim or suit with respect to which such indemnification claim relates, and SLC shall have the right to control the litigation and/or possible settlement of such underlying claim.

Default

6.1 **By SLC.** The following acts by SLC shall constitute default:

- (A) Failure to pay any fee to the County within thirty (30) days after it is due under this Agreement.
- (B) Violation by SLC of any provision of this Agreement.

6.2 **By the County.** The following acts by the County shall constitute default:

- (A) Failure to timely make payroll payments, group health coverage premiums, life insurance premiums, pension contributions or other payments necessary to maintain the County's employee benefit programs for County employees working at the MLBPH.
- (B) Violation by the County of any provision of this Agreement.

6.3 **Cure.** If either party defaults under any provision of this Agreement, which default is not cured within thirty (30) calendar days following written demand for cure, then the nondefaulting party may, by written notice to the defaulting party, and without limitation on the nondefaulting party's other remedies, terminate this Agreement.

VII. Access To Information

Either party shall have the right, but not the obligation, to demand from the other party with respect to any application for reimbursement or payment any showing, certificate, opinion, appraisal or other information as a condition of disbursement or payment of SLC moneys as either may reasonably determine is necessary.

VIII. Notice of Discontinuation

Should either party give notice of its intent to terminate this Agreement, as provided for in Section II above, at least thirty (30) days before the Termination Date, County shall give notice to all County employees currently assigned to the MLBPH that the County will cease providing employees to the MLBPH effective on the Termination Date. The County shall be responsible for honoring any rights that the employees may have under the County's personnel policies and/or collective bargaining agreements.

IX. Transition Liability

SLC shall defend, indemnify and hold harmless the County, and its officers, agents and employees, against all claims brought by County employees assigned to the MLBPH arising from or relating to the execution, delivery and fulfillment of this Agreement except as provided in Section VI. This obligation shall survive the termination of the Agreement.

X. Assignment

Neither party shall assign this Agreement or its rights and duties hereunder or any interest herein, without the prior written consent of the other party.

XI. Governing Law

This Agreement shall be construed and governed in accordance with the laws of the State of Michigan.

XII. Entire Agreement

This instrument contains the entire Agreement of the Parties and supersedes all prior and contemporaneous agreements or understandings, whether written or oral, with respect to the subject matter of this Agreement. No amendment or modification to this Agreement shall be valid unless in writing and signed by both Parties of the Agreement.

XIII. Severability

If any provision of this Agreement, or any amendment of it, should be invalid, the remaining provision shall remain in effect and be so construed as to effectuate the intent and purposes of this Agreement and any amendments to it.

XIV. Notices

All notices, requests and communications provided hereunder shall be in writing, and hand delivered or mailed by United States registered, certified, or express mail, return receipt requested, and addressed to the party's principal place of business as set forth in this Agreement.

XV. Miscellaneous

15.1 SLC and the County agree to immediately report to each other in writing all accidents and injuries involving the County's employees leased to SLC for employment at the MLBPH.

15.2 This Agreement is between the County and SLC and creates no individual or third-party beneficiary rights to the employees against SLC or the County.

15.3 The County and the County's workers' compensation insurance carrier shall have the right to inspect the MLBPH's premises. To the extent possible, such inspection shall be scheduled at a mutually convenient time.

IN WITNESS, the undersigned have executed this Agreement as of the date first written above.

WITNESS:

COUNTY OF MACOMB

By: _____

By: _____

By: _____

WITNESS:

SUBURBAN LIBRARY COOPERATIVE

By: _____

Its: _____

By: _____

Its: _____

MACOMB COUNTY REFERENCE AND RESEARCH CENTER MANAGEMENT AGREEMENT

This Agreement is entered into on _____, 2009 between Macomb County (County), whose address is One S. Main Street, 9th Floor, Mount Clemens, MI 48043 and Wayne State University (University), whose address is 656 West Kirby, Suite 4129 FAB, Detroit, MI 48202.

Recitals

- A. The Macomb County Board of Commissioners has created the Macomb County Reference and Research Center ("Center"). The Center will be housed in the building that will be leased to Wayne State University under a separate lease agreement (entered into between the parties contemporaneously with this Agreement and attached as Exhibit A).
- B. The County and the University desire to enter into a contract by which the University will provide consultant services for the operation of the Macomb County Reference and Research Center under the terms and conditions stated in this Agreement.

Agreement

1. **Consideration.** As part of the consideration for the lease of the building and premises which houses the Macomb County Reference and Research Center, the University shall serve as a consultant for the operation of the Macomb County Reference and Research Center as a research, reference and information resource center which will be free for Macomb County residents. The consulting services provided by the University are described in Exhibit A.
2. **Hours of Operation.** The hours of operation for the Reference and Research Center shall be determined jointly by the parties to this Agreement.
3. **Resources.** The University is responsible for advising the County on making reference and resource acquisitions, purchasing and maintaining all resource and reference material for the Reference and Research Center on an annual basis, excluding that for both the Macomb Library for the Blind and Physically Handicapped and the Macomb Literacy Partners. The County will provide funding for the purchase of reference materials for the Reference and Research Center space in an amount not to exceed \$365,000.00 each year of this agreement and any extension term. The University will also provide resources to support University programs. The reference and research part of the leased premises will be available to the public, who will be able access some of the WSU resources. It is understood that not all University resources will be available to the public at large. The resource and reference materials provided by the County shall remain the property of the County. The reference and resource materials purchased and or provided by the University shall remain the property of the University.
4. **Personnel.** County employees working full time at the Macomb County Public Library or the Reference and Research Center during the course of this agreement will continue to be employed at the Reference and Research Center as employees by the County until their employment is ended. Part-time employees will not continue to be employed.

The County will be responsible for payment of all wages and fringe benefits and any other benefits afforded to the employee by the applicable collective bargaining agreement, Macomb County Employee Personnel Manual, such other Macomb County policies as may be applicable and applicable law.

Upon the resignation or completion of employment of a County employee, the County's financial responsibility for that position ceases. The University is responsible for the payment of all wage and fringe benefits and any other benefits afforded to employees of the University or as provided by law.

Employees of the University are not employees of the County and are not entitled to any benefits provided by the County to its employees. Employees of the County are not employees of the University and are not entitled to any benefits provided by the University to its employees.

The University shall provide free consulting services for the operation of the Reference and Research Center. The Assistant Director of the Reference and Research Center will serve as the primary point of contact with the Wayne State University Dean - University Libraries (or his/her designee) on oversight and management issues and will also be responsible for decision making for employee and labor contract administration issues in conjunction with Macomb County Human Resources and Corporation Counsel. All decisions as to the implementation and negotiation of the Macomb County collective bargaining agreements, Macomb County Personnel Manual, employee discipline, grievance handling as well as any other customary function of the employer will remain the responsibility of Macomb County.

5. **Entire Agreement.** This Agreement and its exhibits contain the entire understanding between the parties.
6. **Severability.** Each provision of this Agreement must be interpreted in a way that is valid under applicable law. If any provision is held invalid, the rest of the Agreement will remain in full effect.
7. **Amendments.** The parties can amend this Agreement only by a written document signed by both parties.
8. **Assignments.** A party cannot assign this agreement or any right or obligation under the Agreement without the prior consent of the other party.
9. **Successors and Assigns.** If this Agreement is properly assigned, then it will bind and benefit the successors and assigns of the parties.
10. **Third-Party Beneficiaries.** This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.

Witness:

Macomb County

By: _____

Its _____

Witness:

Wayne State University

Nyia Elkins

1/14/09

By: John L. Davis 1/14/2009
John L. Davis

Its: Vice President, Finance & Facilities
Management

FORM APPROVED
PG
14 JAN 2009
OFFICE OF THE
GENERAL COUNSEL

EXHIBIT A

Consulting Services Provided by Wayne State University

The WSU Macomb Resource Center will provide access to key reference and reserve materials in electronic format. Computers in the Center will provide online access to many valuable information resources including access to the WSU licensed full text periodicals and databases for WSU students and faculty, and other resources including the Detroit Area Library Network, and publicly available electronic resources.

Wayne State University Library staff will consult with the Macomb County Reference and Research staff to coordinate hours of operation, resources, and services offered to the citizens of Macomb County and to students and faculty of Wayne State University.

**LEASE AGREEMENT BETWEEN MACOMB COUNTY
AND WAYNE STATE UNIVERSITY FOR THE
MACOMB COUNTY REFERENCE AND RESEARCH CENTER**

THIS LEASE is entered into on this _____ day of _____ 2009 between **Macomb County**, whose address is One S. Main Street, 9th Floor, Mount Clemens, Michigan (Landlord) and **Wayne State University**, whose address is 656 W. Kirby, Ste. 4129 FAB, Detroit, Michigan 48202 (Tenant).

IT IS MUTUALLY AGREED between the parties as follows:

1. **DESCRIPTION.** Landlord leases to Tenant the premises situated in Clinton Township, Macomb County, Michigan, formerly known as the Macomb County Library, which includes the building with the common address of 16480 Hall Road and the parking lot adjacent to the building, as legally described on the attached Exhibit A and shown on Exhibit B ("Premises"). During the term of the Lease, the building will be known as the Wayne State University Macomb Education Center. During the term of this Lease, the Premises will house and accommodate the activities of the Macomb County Reference and Research Center, the Library for the Blind and Physically Handicapped, the Literacy Program, and space for Tenant's educational/instructional courses and programs.
2. **TERM.** This lease shall be for a term of twenty-five (25) years commencing January 1, 2009 and continuing through December 31, 1, 2034. The lease may be renewed for additional terms of five (5) years by mutual agreement of the parties. WSU has the right to terminate the lease by providing one-year notice to Landlord.
3. **CONSIDERATION.** Tenant shall pay as rent the sum of \$1.00 per year. As additional consideration, the parties have entered into a Reference and Research Center Management Agreement attached as Exhibit C. If either party terminates the Reference and Research Center Management Agreement, then this lease shall also terminate as of the effective date of the termination of the Reference and Research Center Management Agreement.
4. **USE OF PREMISES.** The primary use of the Premises shall be for educational purposes. Space shall also continue to be provided for the Macomb Library for the Blind and Physically Handicapped and Macomb Literacy Partners Program equal to the space currently occupied by those programs. Approximately 2,400 square feet shall be used to house and operate the Library for the Blind and Physically handicapped and approximately 1,200 square feet shall be used to house and operate the Macomb Literacy Partners Program. The operation of the Macomb Library for the Blind and Physically Handicapped and the Macomb Literacy Partners Program shall be the responsibility of the Landlord. If the Landlord ceases to house and or operate either the Macomb Library for the Blind and Physically Handicapped or the Macomb Literacy Partners Program then the space used to house those programs will be reallocated to Tenant for education/ instructional purposes at Tenant's sole discretion. In addition, the Tenant and Landlord will have joint use of approximately 2,800 square feet of space to house an Electronic Reference and Research Center which shall be stocked and staffed pursuant to the Macomb County Reference and Research Center Management Agreement (entered into contemporaneously with this Lease Agreement). The remaining space, which

includes approximately 20,000 square feet, shall be allocated for use by Tenant for educational and/or instructional purposes, including, but not limited to classrooms. Unless mutually agreed by the both parties, if the Tenant ceases to make the Reference and Research Center part of the Premises available to the public, then this Lease will terminate and the Tenant will have ninety (90) days to vacate the Premises. If for any reason the parties mutually agree to discontinue or reduce the part of the Premises designated for the Reference and Research Center in area or scope then the space will be allocated to the Tenant for educational/instructional purposes at the Tenant's sole discretion.

5. **OPERATIONS, MAINTENANCE AND REPAIR AND UTILITIES FOR THE BUILDING.** Tenant shall be responsible and pay for the care, maintenance, and repair of the building and grounds, including, but not limited to, mechanical and electrical equipment and keeping the Premises in reasonably good repair, reasonably maintaining the Premises in a clean, orderly and sanitary condition and snow removal. Tenant is also responsible for payment of all utilities, including electricity, natural gas, water, and sewer services. Landlord shall not be liable in damages should the furnishing of any utilities be interrupted by fire or other casualty or accident. Tenant and Landlord shall each have their own phone and Internet service, which will be paid separately. At the termination of this Agreement, Tenant shall return the Premises to the Landlord in the same condition as when taken, reasonable wear and tear excepted.

6. **PERSONAL PROPERTY.** The University may use the personal property owned by the County (bookshelves, furniture, computer equipment, etc.) that is currently on the Premises. If the University declines to use the County personal property, then the County will remove the personal property from the Premises at the County's expense. Any personal property provided by the University and used on the Premises shall remain the personal property of the University and may be removed by the University at anytime.

7. **SIGNS.** All signs displayed on and about the Premises shall be only those that advertise the business in the Premises. Tenant will have the right to display prominent signs on the building and grounds bearing Tenant's logo and/or wordmark during the term of the Lease and any extensions. No sign shall be displayed unless the Landlord approves it in writing, said approval shall not be unreasonably withheld. Landlord will assist Tenant in obtaining any and all necessary approval for signage.

8. **INSURANCE.** Landlord is responsible for maintaining property insurance on the Premises and on the contents in the building owned by Landlord. The Tenant is responsible for maintaining insurance on the contents of the building for property owned by the Tenant. In addition, Tenant will procure and keep in effect during the term of the Lease insurance as follows:

<u>Type</u>	<u>Coverage</u>	<u>Limits</u>
<u>Michigan Workers Compensation</u>		<u>As required by law</u>
<u>Comprehensive General Liability</u>	<u>Macomb County named as additional insured</u>	<u>\$1,000,000/ \$2,000,000</u>

All insurance policies shall provide twenty (20) days notice of material change or cancellation. Certificates of insurance must be provided no less than ten (10) working days before commencement of work to the County of Macomb, Risk Management and Safety Department, One S. Main, Mt. Clemens, MI 48043.

Tenant shall provide a copy of the certificate of insurance evidencing coverage to Landlord prior to the commencement of the lease. Upon Tenant's failure to obtain insurance, Landlord may, at its option, obtain such insurance. Tenant shall reimburse to Landlord the cost of the insurance as additional rent due and payable upon the next rental installment date.

9. **INDEMNIFICATION.** Tenant shall indemnify and hold harmless Landlord from any liability for damages to any person or property in, on, or about the premises excluding those areas exclusively under the control of the Landlord, caused by Tenant, anyone directly or indirectly employed by Tenant, or the operation of Tenant's business. Landlord shall indemnify and hold harmless Tenant from any liability for damages to any person or property in, on, or about the Premises caused by Landlord, anyone directly or indirectly employed by Landlord, or the operation of Landlord's business. Nothing contained in this agreement shall be construed as a waiver of any governmental immunity on the part of either party including the Board of Governors of Wayne State University, its officers and employees or the County of Macomb, its officers, or employees, as provided by statute or court decision.

10. **REPAIRS AND ALTERATIONS.** Tenant will, at its own expense, during the term of this Lease, keep the premises in good repair and maintain the premises in a clean, orderly and sanitary condition and, at the expiration of the term, deliver the premises in the same condition as when taken, reasonable wear and tear excepted. Tenant shall not make any alterations, additions, or improvements to the premises without the Landlord's written consent, which consent shall not be unreasonably withheld. All alterations, additions or improvements made by Tenant shall be at the expense of Tenant, shall be the property of Landlord and shall remain upon the premises at the expiration of this lease, excluding movable additions or improvements.

11. **COMPLIANCE WITH THE LAWS.** Tenant shall, at its own expense, promptly comply with all municipal, county, and state laws, regulations, or ordinances affecting the cleanliness, safety, occupation and use of the Premises. Tenant shall make available to Landlord all permits necessary for the operation of Tenant's business prior to the commencement of the lease term.

12. **CONDITION OF PREMISES.** Tenant has examined the Premises prior to signing this Lease. Landlord has made no representations as to the condition or state of repairs which are not expressed in this Lease. Tenant understands that the Premises are being leased in an "as is" condition and accepts the Premises in its present condition as of the date of the execution of this Lease.

13. **QUIET ENJOYMENT.** Tenant, upon payment of all the rent installments and performance of all the terms of this lease, shall peacefully have, hold and enjoy the Premises for the lease term.

14. **DEFAULT BY TENANT.** Tenant shall be in default of this Lease upon the occurrence of any one of the following events:

- A. failure to pay any installment of rent which shall continue for sixty (60) days after the same is due;
- B. failure to perform or observe any other covenant, term or condition of this Lease which shall not be corrected within thirty (30) days after written notice from Landlord, or for such longer period as may be reasonably necessary to correct such default;
- C. abandonment or cessation, contrary to the provisions in paragraph 4 of this Lease, of the operations of the designated 2,800 square feet of the premises as a reference and research center by Tenant;
- D. any misrepresentation or omission of or on behalf of Tenant made to Landlord in connection with this Lease;
- E. any breach by Tenant of the Reference and Research Center Management Agreement which is not corrected within thirty (30) days after written notice from Landlord or for such longer period as may be reasonably necessary to correct such default;
- F. the taking of the leasehold created hereby on execution or by other process of law;
- G. insolvency or failure of Tenant to generally pay its debts as they become due;
- H. assignment for the benefit of creditors of, or appointment of a receiver or other officer for, all or any part of Tenant's property; or
- I. adjudication of bankruptcy or filing of a petition under any bankruptcy or debtor's relief law by or against Tenant.

15. **DEFAULT BY LANDLORD.** Landlord shall be in default of this Lease upon the occurrence of any one of the following events:

- A. any misrepresentation or omission of or on behalf of Landlord made to Tenant in connection with this Lease;
- B. any breach by Landlord of the Reference and Research Center Management Agreement which is not corrected with thirty (30) days after written notice from Tenant or for such longer period as may be reasonably necessary to correct such default;

- C. the taking of the Premises, which includes the building now known as the Wayne State University Macomb Education Center, on execution or by other process of law;
- D. insolvency or failure of Landlord to generally pay its debts as they become due; including liens on the Premises
- E. assignment for the benefit of creditors of, or appointment of a receiver or other officer for, all or any part of Landlord's property; or
- F. adjudication of bankruptcy or filing of a petition under any bankruptcy or debtor's relief law by or against Landlord

16. **EFFECT OF DEFAULT.** Upon any default by Tenant, Landlord may, at its option, terminate this Lease and/or commence eviction proceedings. Upon any such default, Landlord shall also have the right to enter the Premises, without demand or notice, and repossess the same and expel Tenant and any other occupants and their effects, either with or without terminating this Lease. Any entry may be with or without process of law, by force if necessary, or otherwise according to law. No entry shall subject Landlord to any liability for trespass or damages. No act or failure to act by Landlord shall waive any remedies that Landlord may have for arrears of rent or breach of covenant or release Tenant from any liability whatsoever.

Upon any default by Landlord, Tenant may, at its option, terminate this Lease effective upon Tenant's notice of termination. No act or failure to act by Tenant following default by Landlord and Tenant's notice of termination shall be deemed a breach of any covenant of this Lease and Tenant shall be released from any liability pursuant to this Lease. If Landlord's breach or default causes the termination of this Lease then Landlord will pay Tenant for all non-depreciated capital costs. Depreciation to be computed on a straight line basis over the remaining term of the Lease.

17. **RIGHT TO INSPECT.** Landlord shall have the right to enter upon the premises at all reasonable hours for the purpose of inspection, provided that Landlord shall provide a minimum of twenty-four (24) hours advance notice.

18. **HOLDOVER.** In the event that Tenant holds over after termination of this lease, the tenancy shall continue as a month-to-month tenancy in the absence of a written agreement.

19. **REMEDIES.** To the extent permitted by law, the rights and remedies of either the Landlord or the Tenant are cumulative and the exercise of any one of them will not be deemed to be in exclusion of any other. The rights and remedies of both Landlord and Tenant as stated in this lease are in addition to any other rights or remedies available to Landlord at law or equity.

20. **NOTICE.** Whenever under this lease, a provision is made for notice of any kind, it shall be deemed sufficient notice and service if the notice is made personally, sent by facsimile, or sent first class, registered or certified mail to the other party's principal office. Tenant's principal office is 5700 Cass, Avenue, Suite 4900 A/AB, Detroit, Michigan 48202, Attention John L. Davis, Vice President of Finance and Facilities. Landlord's principal office is One S. Main Street, 9th Floor, Mount Clemens, Michigan 48043.

21. **ASSIGNMENT.** Tenant shall not assign this lease, or sublet the Premises, without the express written consent of Landlord, which consent shall not be unreasonably withheld.

22. **AUTHORITY.** Landlord will provide to Tenant evidence that Landlord has free and clear title to the building with the common address of 16480 Hall Road with no encumbrances or restrictions including those that would prohibit Tenant from leasing the premises or in any way prohibit or limit Tenant's proposed use of the Premises during the term of this Lease or any extension(s). Further, Landlord will provide evidence that Landlord either owns or has the authority to lease the parking area to Tenant included in this Lease and adjacent to 16480 Hall Road (the Premises).

23. **APPLICABLE LAW.** This lease shall be governed and construed by Michigan law.

24. **WAIVER.** A waiver of a breach of any term in this Agreement will not be considered (1) a waiver of a further breach of the same term, or (2) a waiver of a breach of any other term, or (3) a waiver of the Landlord's right to declare an immediate or a subsequent default. Landlord's acceptance of rent is not a waiver of any other breach by Tenant.

25. **SUCCESSORS AND ASSIGNS.** If this lease is properly assigned, then it will bind and benefit the successors and assigns of the parties.

26. **SEVERABILITY.** Each provision of this lease must be interpreted in a way that is valid under Michigan law. If any provision is held invalid, the rest of the lease will remain in full effect.

27. **TITLES AND HEADINGS.** Titles and headings are inserted in this Agreement for reference purposes only, and must not be used to interpret the lease.

28. **OTHER.** Macomb County will work with and support WSU in its effort to secure funding that will defray part or all the cost of renovating the facility, including advocating for state support.

29. **ENTIRE AGREEMENT.** This lease contains the entire understanding between the parties. The parties can amend this lease only by a written document signed by both parties.

Witness:

Landlord: Macomb County

By: _____

Its _____

Witness:

Najia Elkins
1/14/09

Tenant: Wayne State University

By: John L. Davis 1/14/2009

Its Vice President, Finance & Facilities
Management

FORM APPROVED

PG
14 JAN 2009
OFFICE OF THE
GENERAL COUNSEL

RECYCLABLE PAPER



Education & Training Committee

Macomb County MSU Extension

Director's Report

March 18, 2009

Programming Update:

Month of the Young Child flyer

Food Pyramid

2009 Nutrition Calendar

Healthy Bites newsletter (available online at
http://www.macombcountymi.gov/msuextension/healthy_bites.htm)

MSU Extension is bringing knowledge to life...

Macomb MSU Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status. MSUE, U.S. Dept. of Agriculture, and Macomb County Board of Commissioners cooperating. MSU is an affirmative action equal opportunity institution.

Distributed
3-18-09



MSU Extension

Nutrition, Food Safety and Health

Expanded Food Nutrition Program (EFNEP)

Supplemental Nutrition Assistance Program
Education (SNAP-Ed)

Eileen Haraminac
Extension Educator



MSU Extension's Mission

*Helping people to improve their lives through
an educational process that applies knowledge
to critical issues, needs and opportunities.*



March is National Nutrition Month

Opportunity to focus on:

- Informed Nutritional Choices
- Physical Activity
- Food Safety



MSU Extension Nutrition

Informs clients about:

- Eating Nutritiously
- Food Resource Management
- Food Scarcity
- Food Safety



Food Safety

- CDC estimates 76 million cases of food borne illness yearly, 300,00 people hospitalized, 5,000 die in United States
- Most people do not think about food borne illness until sickness occurs



Recent Food Recalls

- Peanut Butter 31 Million pounds
- Beef 143 million pounds
- Spinach 68,000 pounds
- Tomatoes 39,361,718 *pounds*
- Jalapeño peppers 3,000 pounds

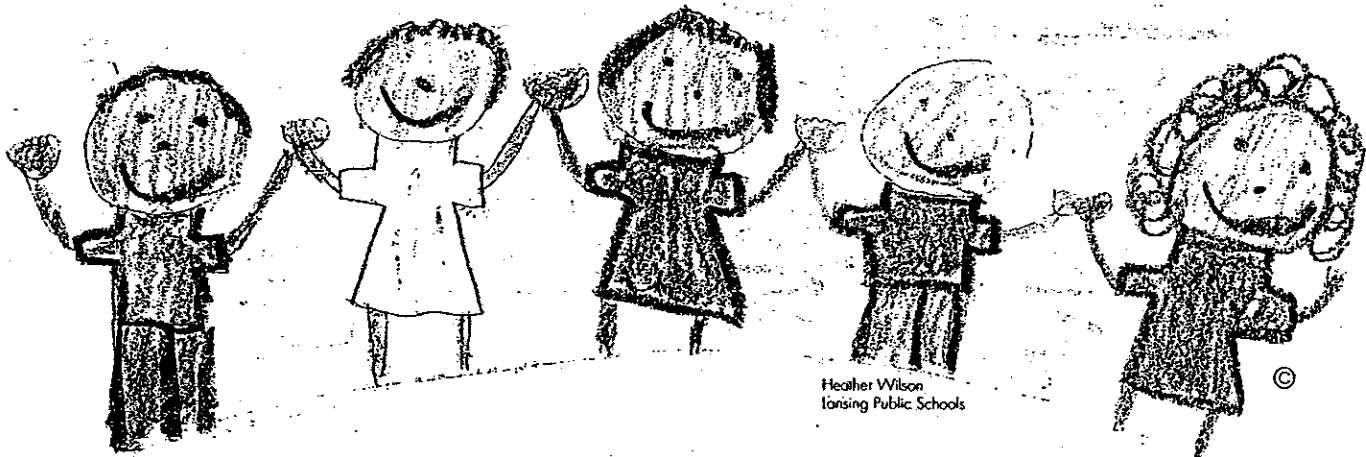
Food safety impacts all of us



Thank you for your support!

APRIL IS Month of the

Celebrate Children



Young Child®

Each April, Michigan's communities celebrate the Month of the Young Child®. MOYC 2009 focuses our attention on children's development.

Early Years Are Learning Years™...Make Them Count!

2009 MOYC Focus Weeks

- April 1-11 Physical Development
- April 12-18 Social-Emotional Development
- April 19-25 Cognitive Development
- April 26-30 Language and Literacy

Help celebrate the Month of the Young Child!

For information, contact:
(517) 336-9700 or (800) 336-6424
MOYC@MiAEYC.org
www.MiAEYC.org

Special Events

Purple Ribbon Campaign

Displaying a purple ribbon shows you care about young children and are aware of their needs. Place a purple ribbon on your lapel, on your car or in your window; place one on your briefcase, handbag or door. Ask your child to wear a purple ribbon too!

Book Campaign

MiAEYC collects new children's books for Reach Out and Read Michigan. The books are given to children at pediatric visits. To donate books, contact your local AEYC chapter or call MiAEYC. Visit www.reachoutandreadmich.org for information about the Reach Out and Read Michigan coalition.

Various days in April

Child Care Job Shadow Day

A job shadow day allows community leaders to "work" in child care centers or with home providers. This allows them to see the complexities and the skills involved in the child care profession.

Various days in April

Kite Day

All who work with and care about young children are encouraged to sponsor a Kite Day at their homes, centers, schools or in their communities. Contact MiAEYC for information.

Month of the Young Child® 2009

Early Years Are Learning Years™...Make Them Count!

Children's early years are the foundation for growth and development. Children are constantly developing and learning. What they are learning depends on their physical health, social-emotional health, relationships, and daily interactions and experiences. The MOYC 2008 Focus Weeks highlight children's development.

Week 1 Physical Development

April 1-11

Proper nutrition and rest, opportunities to explore in safe, supportive environments, sound health practices, and nurturing, responsive relationships help ensure children's physical development. Children vary in their physical abilities at different ages; different parts of the body grow at different rates. Children need to move and be active in many different ways to reach their full physical development.

- Healthy babies should sleep on their backs.
- Well-balanced meals support growth and development.
- Exercise and fresh air enhance well-being.
- Safe, secure environments support exploration which helps develop muscles and motor skills.

Week 2 Social-Emotional Development

April 12-18

Social-emotional development strongly influences interpersonal relations, behavior and learning. The early childhood years are a critical period for the development of self-esteem and social skills. Early interactions and how we relate and respond, directly affect the way the brain is 'wired'; children learn in the context of important relationships. Children with a healthy sense of self-esteem feel that the important adults in their lives love them, accept them, and would go out of their way to ensure their safety and well-being.

- Responding lovingly – smiling, holding, cuddling – helps build trusting relationships.
- Talk with and listen to children with genuine interest and respect.
- Focus on the positive; thank children for sharing, helping, cooperating.
- Set reasonable limits children can learn and depend on.

Week 3 Cognitive Development

April 19-25

Brain development research affirms what parents and teachers have known for years, 1) good prenatal care, 2) warm and loving attachments between young children and adults, and 3) positive stimulation from the time of birth makes a difference in children's development for a lifetime. Early experiences contribute significantly to the structure of the brain. The quality, quantity and consistency of stimulation determines how the brain connects and functions; this is true for cognitive and emotional development, and the effect is lifelong.

- 95% of information received comes to us through vision, touch and hearing.
- Positive feelings trigger the release of endorphins, which enhance the functioning of brain connections.
- The brain needs to be properly hydrated in order to be alert; only water provides proper hydration. Check with your physician for appropriate water intake for children under two.
- Offer information to young children in small doses and increase the amount as they show understanding.

Week 4 Language and Literacy

April 26-30

Communication is the vehicle for intellectual development, exchanging information, sharing feelings, and developing strong emotional bonds. Talking with children encouragingly about the things they are doing, thinking, and feeling enhances children's language development and helps build confidence and independence. Reading aloud with children is an essential component to language development and is one of the most important activities for preparing them to succeed as readers.

- Make time to read with your child each and every day.
- Read it again, and again, and again – children delight in the familiar and knowing what comes next.
- Talk to and with your child so they can learn about the sounds, rhythms and purpose of language.
- Talk about everyday print, read signs and point out letters and words so children learn the importance of written communication.

For information, contact MiAEYC:

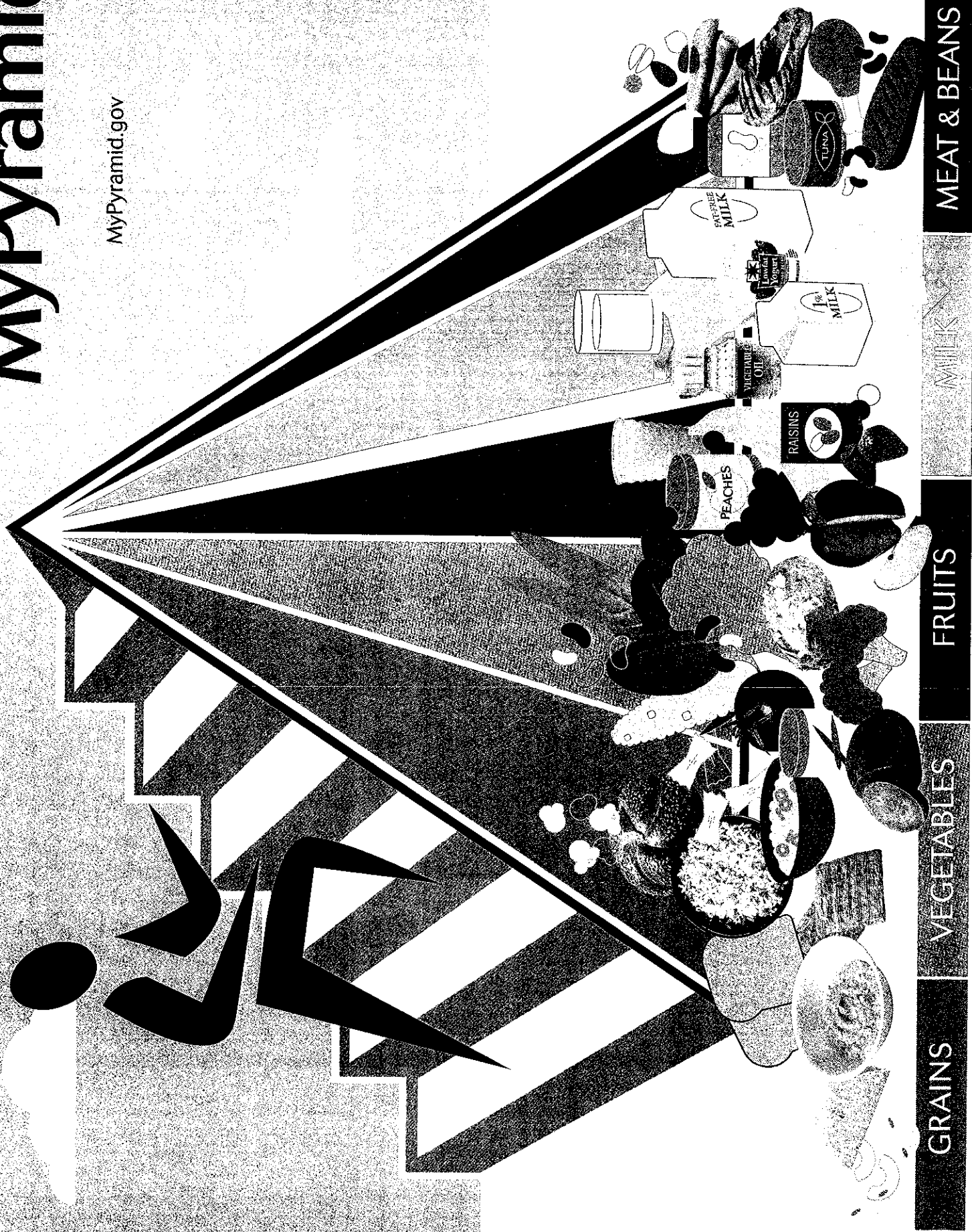
(517) 336-9700 or (800) 336-6424

Web: www.MiAEYC.org Email: MOYC@MiAEYC.org

Month of the Young Child and MOYC are registered service marks of the Michigan Association for the Education of Young Children.

MyPyramid

MyPyramid.gov



GRAINS

Make half your grains whole

Eat at least 3 oz. of whole-grain cereals, breads, crackers, rice, or pasta every day

1 oz. is about 1 slice of bread, about 1 cup of breakfast cereal, or 1/2 cup of cooked rice, cereal, or pasta

VEGETABLES

Vary your veggies

Eat more dark-green veggies like broccoli, spinach, and other dark leafy greens

Eat more orange vegetables like carrots and sweet potatoes

Eat more dry beans and peas like pinto beans, kidney beans, and lentils

FRUITS

Focus on fruits

Eat a variety of fruit

Choose fresh, frozen, canned, or dried fruit

Go easy on fruit juices

MILK

Get your calcium-rich foods

Go low-fat or fat-free when you choose milk, yogurt, and other milk products

If you don't or can't

consume milk, choose lactose-free products or other calcium sources such as fortified foods and beverages

MEAT & BEANS

Go lean with protein

Choose low-fat or lean meats and poultry

Bake, broil, or grill it

Vary your protein routine — choose more fish, beans, peas, nuts, and seeds

For a 2,000-calorie diet, you need the amounts below from each food group. To find the amounts that are right for you, go to MyPyramid.gov

Eat 6 oz. every day

Eat 2 1/2 cups every day

Eat 2 cups every day

Get 3 cups every day;
for kids aged 2 to 8, it's 2

Eat 5 1/2 oz. every day

Find your balance between food and physical activity

Be sure to stay within your daily calorie needs.

Be physically active for at least 30 minutes most days of the week.

About 60 minutes a day of physical activity may be needed to prevent weight gain.

For sustaining weight loss, at least 60 to 90 minutes a day of physical activity may be required.

Children and teenagers should be physically active for 60 minutes every day, or most days.

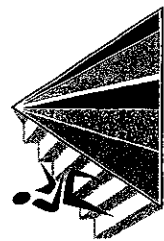
Know the limits on fats, sugars, and salt (sodium)

Make most of your fat sources from fish, nuts, and vegetable oils.

Limit solid fats like butter, margarine, shortening, and lard, as well as foods that contain these.

Check the Nutrition Facts label to keep saturated fats, *trans* fats, and sodium low.

Choose food and beverages low in added sugars. Added sugars contribute calories with few, if any, nutrients.



MyPyramid emphasizes the basics.

Keep good nutrition simple – be physically active, stay within calorie limits and enjoy foods rich in essential nutrients from all five food groups.

Shop the perimeter of the store to power your plate with nutrient-rich foods.

MyPyramid.gov
STEPS TO A HEALTHIER YOU

Source: U.S. Department of Agriculture, Center for Nutrition Policy and Promotion. USDA does not endorse any products, services, or organizations. Provided by Cattlemen's Beef Board and National Cattlemen's Beef Association. 17-114 90617



Limiting Junk Food Increases Fruits & Vegetable Intake

A study published in the January 2009 issue of *The Journal of Nutrition* suggests that limiting the availability of **junk food** to children during the school day can yield a small increase in fruit and vegetable consumption.

For the study, University of South Carolina researchers surveyed 10,285 fifth-graders attending 2,065 U.S. elementary schools, assessing their overall fruit and vegetable consumption, both while at school and outside of school hours. Meanwhile, school administrators were asked about their schools' snack-restriction policies and about the availability of snacks from vending machines, school stores, snack bars and cafeterias.

According to the survey, fifth-graders who attended schools with more stringent snack-restriction policies reported a roughly 3 percent higher fruit and vegetable intake across the day than students who attended schools with more relaxed snack policies.

Based on this data, the researchers recommend that all schools implement more restrictive snack policies to improve the quality of children's diet.

Source: (Colwell, *HealthDay News*, 12/19/08; Gonzalez, et al, *The Journal of Nutrition*, 01/2009)

FAST FACTS:

Fact: A single 12-ounce can of soda has as much as 13 teaspoons of sugar in the form of high-fructose corn syrup.

Fact: Only one high risk dietary practice appears to be linked to overweight children: the drinking of sweetened beverages (ADA, 2008).

Fact: Less than 25% of youth eat the daily recommended servings of fruits & vegetables (Ad Council, 2008).

WORD WISE:

Junk Food:

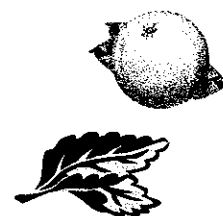
Food that is unhealthy and/or has little or no nutritional value.

Factors contributing to labeling as junk food are refined sugar, white flour, trans & saturate fat, salt, and additives such as preservatives and coloring agents. Others include lack of proteins, vitamins, fiber and other nutrients for a healthy diet.

ORANGE MINT RICE SALAD

Ingredients

3 oranges
3 cups cooked Brown Rice
1/3 cup raisins
1/3 cup chopped fresh mint leaves
1/2 cup chopped walnuts
Salt and pepper to taste



Directions: Peel and segment two oranges; set aside. Squeeze juice from remaining orange; set aside. In a large bowl, combine rice, orange segments, raisins, mint and walnuts. Add orange juice; toss well. Salt and pepper to taste. Refrigerate 30 minutes before serving.

For more rice salad recipe ideas, check http://www.usarice.com/recipe/recipe_search.cgi/1/

Source: allrecipes.com

Foodborne Illnesses: What Consumers Need to Know

Food borne illness often presents itself as flu-like symptoms such as nausea, vomiting, diarrhea, or fever, so many people may not recognize the illness is caused by bacteria or other pathogens in food.

Bacteria that cause disease are called pathogens. When certain pathogens enter the food supply, they can cause food borne illness. Millions of cases of foodborne illness occur each year. Most cases of foodborne illness can be prevented. Proper cooking or processing of food destroys bacteria.

Age and physical condition place some persons at higher risk than others. Very young children, pregnant women, the elderly and people with compromised immune systems are at greatest risk from any

pathogen. Some persons may become ill after ingesting only a few harmful bacteria; others may remain symptom free after ingesting thousands.

How Bacteria Get in Food

Bacteria may be present on products when you purchase them. Raw meat, poultry, seafood, and eggs are not sterile. Neither is fresh produce such as lettuce, tomatoes, sprouts, and melons.

Foods, including safely cooked, ready-to-eat foods, can become cross-contaminated with bacteria transferred from raw products, meat juices or other contaminated products, or from food handlers with poor personal hygiene.

Source: USDA

Microwave Cooking

Microwave ovens are safe to use for defrosting, reheating and cooking. However, "cold spots" can occur in microwaved foods because of the irregular way the microwaves enter the oven and are absorbed by the food.

If food does not cook evenly, bacteria may survive and cause food-borne illness. Simple techniques to minimize the cold spots include stirring and rotating the food once or twice during microwaving, arranging foods uniformly in a covered dish, and turning large foods upside down during cooking.

When defrosting food in the microwave, remove food from store wrap first. Foam trays and plastic wraps may melt and cause chemicals to migrate into the food.

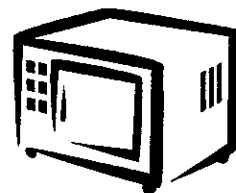
Always cook meat and poultry immediately after micro thawing. Some areas of the frozen food may begin to cook during the defrosting time. Holding partially cooked food is not recommended because any bacteria present wouldn't have been destroyed. Remember to take food that has been defrosting out of the microwave.

Utensils that are safe for microwave use include glass, glass ceramic cookware and those labeled for microwave use. Don't use cold storage containers such as margarine tubs since they can melt from hot food.

Wax paper, oven cooking bags, parchment paper and

white microwave paper towels are safe for microwave use.

Foods being reheated in the microwave should be steaming and hot to the touch, or at least 165 degrees fahrenheit. Cover foods and stir them from the outside in, to encourage safe even heating.



Due to the possibility of uneven heating, microwaving baby food and formula is **NOT** recommended because hot spots could burn the baby's mouth.

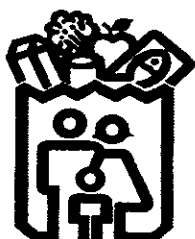
If meat is only partially cooked in the microwave, remember to transfer it to another heat source such as an oven to complete the cooking process.

The use of a meat thermometer is recommended to verify the food has reached a safe temperature. Check in several places to be sure red meat is 160° F; poultry 180° F. Check for visual signs of doneness. Juices should run clear and meat should not be pink.

Follow recommended standing times given so cooking is completed.

Resource: Food Safety & Inspection Service, USDA

Nutrition Classes: Learn how to stretch your food dollars, shopping basics, label reading and more. Qualified clients can sign up for free nutrition education classes with the Expanded Food Nutrition Education program (EFNEP) offered through MSUE in Macomb County.



**For more information call
586-469-6432.**

Angel Food Ministries

Angel Food Ministries is a non-profit, non-denominational organization dedicated to providing grocery relief throughout the United States.

Visit their website:

www.angelfoodministries.com
to find the closest host site near you.

Healthful Tips for Healthy Kids!

The following tips* can help your child stay healthy, active, and well-nourished.

Eat Well

- Eat more fruits and vegetables.
 - Offer at least one fruit or vegetable with every snack or meal.
 - Keep cut-up fruits and veggies in the fridge for easy access.
 - Ask your child which fruits he or she likes best.
 - Keep high-fat, high-calorie snacks tucked away and save them for special occasions.
- Skip sugary drinks and whole milk.
 - Switch to low-fat milk once your child turns two.
 - Keep sweetened fruit drinks (soda, juice, Gatorade, Kool-Aid) out of your home.
 - Break the juice habit. Always offer water.



It's important to know how to improve your family's health.

On average, children in the U.S. will spend more time in front of the television (1,023 hours) than in school (900 hours)* this year.

One step you can take toward reversing this trend and developing a healthier lifestyle is to limit screen time to 1–2 hours (including homework). Instead, your family can spend this time playing outdoors together, walking, or practicing sports. Eat healthy snacks and drink plenty of water during these activities to maintain your energy.

*Source: Center for Screen-Time Awareness.

Break Free of the Screen

- Spend no more than one to two hours per day watching the TV and computer screen (including homework).
 - Keep TVs and other screens out of the bedroom.
 - Limit video games to those that promote physical activity, like "The Incredible Adventures of the Amazing Food Detective."
 - Buy toys that encourage activity, such as traditional balls, bikes, skates, or jump ropes. Or find more creative active games like "Moon Shoes," "Kik a Flick," and laser challenge games.



Get Active

- Play hard for at least 60 minutes every day.
 - Walk or bike places with your kids. Take the stairs, not the elevator.
 - Encourage your child to play sports and participate in other after-school activities.
 - Be involved in active play with your kids (e.g., go to the playground, walk the dog).
 - Try using a pedometer (step-counter) to make walking a game.

*Source: American Medical Association, 2007



Resources for Families

Want to learn more? These Web sites and books contain useful information about physical activity, food choices, and health for kids.

• Web sites

- www.members.kp.org
- www.kidshhealth.org/kid
- www.screentime.org
- www.ham.gov
- www.canfit.org
- www.verbnw.com
- www.cspinet.org/smartmouth
- www.kp.org/amazingfooddetective
- www.xnet.kp.org/communitybenefit/chl/index.html

• Books

- *Helping Your Child Lose Weight the Healthy Way: A Family Approach to Weight Control*, by J. Levine and L. Bine
- *How to Get Your Kid to Eat... But Not Too Much: From Birth to Adolescence*, by E. Satter
- *American Academy of Pediatrics Guide to Your Child's Nutrition: Making Peace at the Table and Building Healthy Habits for Life*, edited by W. Dietz and L. Stern
- *Nestlé Nutrition Workshop Series: Obesity in Childhood and Adolescence*, by W. Dietz and C. Chen
- *The Elephant in the Living Room: Make Television Work for Your Kids*, by D. Christakis and F. Zimmerman

Source: Kaiser Permanente

TIPS FOR FAMILIES

EAT RIGHT

- 1** Make half your grains whole. Choose whole-grain foods, such as whole-wheat bread, oatmeal, brown rice, and lowfat popcorn, more often.
- 2** Vary your veggies. Go dark green and orange with your vegetables—eat spinach, broccoli, carrots, and sweet potatoes.
- 3** Focus on fruits. Eat them at meals, and at snack time, too. Choose fresh, frozen, canned, or dried, and go easy on the fruit juice.
- 4** Get your calcium-rich foods. To build strong bones serve lowfat and fat-free milk and other milk products several times a day.
- 5** Go lean with protein. Eat lean or lowfat meat, chicken, turkey, and fish. Also, change your tune with more dry beans and peas. Add chick peas, nuts, or seeds to a salad; pinto beans to a burrito; or kidney beans to soup.
- 6** Change your oil. We all need oil. Get yours from fish, nuts, and liquid oils such as corn, soybean, canola, and olive oil.
- 7** Don't sugarcoat it. Choose foods and beverages that do not have sugar and caloric sweeteners as one of the first ingredients. Added sugars contribute calories with few, if any, nutrients.

Source: USDA



Macomb Food Program:
Please call 211 for access to Emergency food
Questions about Food and Nutrition?
In collaboration with Oakland County Food Hotline:
please call this toll free number 1 888-350-0900 X80904



A Positive Approach: Choose Nutrient-Rich Foods for the Most Nutrition

What to eat or what not to eat? That's the question many of us struggle with every day. For decades nutrition advice has told us how to answer the question by telling us what foods and nutrients to avoid. As a result, most Americans are overweight yet undernourished.

It's time for a change in the way we think about food. By choosing nutrient-rich foods that provide the most nutrients per calorie, we can build healthier diets and start down a path of health and wellness.

The nutrient-rich foods way of eating emphasizes choosing foods based on their total nutrient package, including vitamins and minerals, instead of choosing foods based only on what they don't contain—saturated fat, sugar and salt. It offers a positive foundation to help you build overall healthier eating habits and meet personal nutrition needs over a lifetime.

Choosing nutrient-rich foods first is a positive and realistic way to think about eating and focuses on enjoying food instead of avoiding it. Because nutrient-rich foods are familiar, easy to find and represent the five basic food groups, achieving balance and building a healthier diet is simple and stress-free.

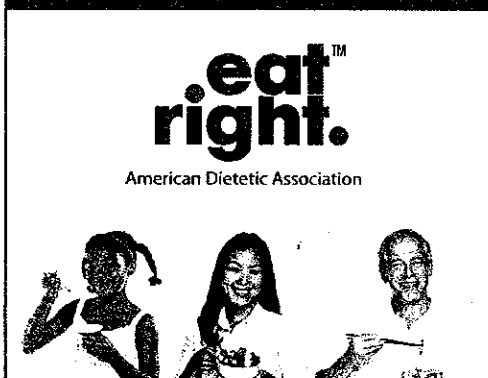
Selecting nutrient-rich foods and beverages first is a way to make better choices within your daily eating plan. Choose first among the basic food groups:

- Brightly-colored fruits and 100% fruit juice
- Vibrantly-colored vegetables and potatoes
- Whole, fortified and fiber-rich grain foods
- Low-fat and fat-free milk, cheese and yogurt
- Lean meats, poultry, fish, eggs, beans and nuts

The contents of this fact sheet have been reviewed by the American Dietetic Association's Fact Sheet Review Board. The appearance of this information does not constitute an endorsement by ADA of the sponsor's products or services. This fact sheet was prepared for the general public. Questions regarding its content and use should be directed to a registered dietitian.



National Nutrition Month® | March 2009



Making Smart Choices

Power of Planning

One of the biggest secrets to healthy lifestyle success is to plan ahead. With these simple tips you'll save time and cut down on the meal preparation stress in your daily life.



* Keep meals simple! Foods that keep your family healthy can be fast and easy to prepare. Unless it's a special occasion, keep cooking simple and involve kids or other family members.

* Cook several main dishes when you have more time - like on weekends. Make soups, stews, or casseroles to freeze for the next week. Cook extra food as "planned left-overs" for later use.

* Do some tasks ahead. Washing and trimming vegetables, cooking noodles for a pasta salad or lean ground meat for tacos a few hours, or the day before, can save you lots of time during busy weekday evenings.



* Plan activities for all family members to enjoy 2-3 times a month. For example, cook a meal together, go on a family bike ride, plant a family garden, or pack a picnic meal to eat at the park and afterward go on a family hike.

Set realistic healthy eating and physical activity goals and write it down.

Source: www.fns.usda.gov/eatSMART/playhard/healthyLifestyle/SmartChoices/powerofplanning.htm

Five tips for raising kids who eat well



Snack time is as important as mealtime.

1. Toddlers are only able to eat a small amount at once, so many of their nutrients come from snacks. Swap cookies,

chips and crackers for fresh fruit and cheese.

2. **Add foods—don't take away.** Suddenly cutting every "bad" snack from your child's diet will make him or her feel deprived. Slowly introduce healthy alternatives, instead.

3. **Variety is the spice of life.** The earlier you introduce children to a variety of foods, the more likely they will be to consume a varied diet as they grow. Don't force one specific food, but offer a variety of

healthy options to choose from.

4. **Set a good example.** Exude enthusiasm toward eating a variety of healthy foods, and don't use stress as an excuse to choose otherwise. Parents who eat well are the ones who have energy to keep up with their kids.



5. **If at first you don't succeed....** If your child refuses to eat certain foods, keep trying. Studies show that children often need to confront a new food up to eight-15 times before deciding to try it.

Source: Underage & Overweight
by Frances Berg, Hatherleigh Press

MSU EXTENSION PROGRAMS

FAMILY (586) 469-5180
Jean Lakin, Program Educator

Alternatives to Anger

4 week program

Tuesdays, 6:30 - 8:30 p.m.

Mar. 10th, 17th, 24th, 31st

MSU Extension

21885 Dunham Rd, Suite 12

Clinton Township, MI 48036

Call 586-469-7614 to register

MI Better Kid Care

Workshop for Childcare Providers

Free four-hour series

February 28, 2009

9:00 - 1:00 pm

MSU Extension Center

21885 Dunham Road, Clinton Twp, MI 48036

Call 586-469-7614 to register.

Credit Cents

Dates: Wednesdays, Feb. 4, 11, 18 and 25

Time: 6:30 to 8:30 p.m.

Location: MSU Extension Center

VerKijlen Building, 21885 Dunham Road

Clinton Township, MI 48036

Pre-registration is required. For more information or a registration application, call 586-469-7614

HOUSING (586) 469-6430

Anne Lilla, Housing Agent

Macomb Homebuyers

Affordable Housing Seminar

- Renting vs. Buying
- Government & Bank Loan Programs
- Down Payment Assistance
- Saving Money & Cleaning Up Credit

Monday, Jan. 26, 2009

6:30-8:30pm

to be held at Warren City Hall

Call 586-469-6430 to register now!

Money Management

8 Sessions, Thursdays, 6:30 - 9:00 pm

Jan. 15, 22, 29

Feb. 5, 12, 19, 26

Mar. 5, 2009

Leaps and Bounds

Mt. Calvary Community Center

Call (586) 469-6430 to register

FREE! Sponsored by the City of Warren, Community Development Block Grant Program



Home Ownership Seminar

FREE Three-part program

Jan. 20, 27 and Feb. 3, 2009

6:30 - 8:30 pm

Macomb MSU Extension

21885 Dunham, Entrance E

Clinton Township, MI 48036

Call 586-469-6430 to register!

NUTRITION (586) 469-6432
Eileen Haraminac, EFNEP Agent

Expanded Food & Nutrition Program
for low-income families with children - 6 sessions

- ✦ One-On-One Teaching
- ✦ Menu Planning
- ✦ Group Presentation
- ✦ Stretch Your Food Dollars
- ✦ Label Reading

Parenting Views/Healthy Bites

Free Newsletters

Check our website:

www.msue.msu.edu/macomb for:

Calendar of upcoming events

Program descriptions

*** Volunteer Opportunities ***

Youth Mentor Program

Positive role modeling to
at-risk youth 11 - 15

4H Activities for families

with children 5-19



Call (586) 469-6431 for more information



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Check our Web site:

macombcountymi.gov/msuextension



- Calendar of upcoming programs
- Program descriptions
- Volunteer opportunities
- Past Healthy Bites issues

Want to be on our mailing list? Please call!

586-469-6432

Note: Healthy Bites may be reproduced and distributed, however, please copy with logos and resources intact. Also, please let us know the number distributed for our tally.

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MI

RESOLUTION TO: Authorize Macomb MSU Extension Service on behalf of the Macomb County Board of Commissioners to accept a six month extension to the 4C Resource and Referral contract with the Michigan 4C Association in the amount of \$186,677 effective April 1, 2009 through September 30, 2009.

INTRODUCED BY: David Flynn, Chairman

Education & Services Committee

This request allows Macomb MSU Extension to receive funding to provide childcare resource and referral, outreach and on-site coordination services to parents and families. It also funds provider recruitment, support and technical assistance for childcare providers.

Contract renewal will continue a long-term relationship with the Michigan 4C Association and Department of Human Services that began in 1988 and will support the approximately 900 professional childcare businesses in Macomb County. The economic impact from these childcare businesses is \$208,000,000 annually. The childcare industry employs over 5,000 workers with available childcare spaces for 26,000 children. These services are provided at no additional cost to the County.

COMMITTEE MEETING DATE

Education & Training March 18, 2009
